

## INFORMATION YOU NEED TO KNOW BEFORE MAKING AN ACCESS APPLICATION

### THE INFORMATION YOU ARE SEEKING MAY ALREADY BE AVAILABLE TO YOU

Details concerning decisions made by NSW Police Force (NSWPF) in response to an application made pursuant to the *Government Information (Public Access) Act 2009 (GIPA Act)*, that may be of interest to other members of the public, may be included on a Disclosure Log. The NSW Police Force's Disclosure Log provides details of:

- The date the application was decided;
- A description of the information to which access was provided;
- A statement as to whether the information is now available to other members of the public and
- How the information can be accessed.

Consultation will occur with an applicant prior to information being placed in the Disclosure Log.

Click [here](#) to access NSW Police Force (NSWPF) disclosure logs or visit:

[https://www.police.nsw.gov.au/online\\_services/requesting\\_information/disclosure\\_logs](https://www.police.nsw.gov.au/online_services/requesting_information/disclosure_logs)

### DO YOU NEED INFORMATION RELEVANT TO AN INSURANCE CLAIM?

If you are seeking a copy of a motor vehicle collision or crime incident report (event only) that you have reported for insurance purposes, this information can be obtained through the NSWPF Insurance Services Unit. Click [here](#) or visit: [https://www.police.nsw.gov.au/online\\_services/insurance\\_services\\_unit\\_-\\_application\\_for\\_incident\\_reporting](https://www.police.nsw.gov.au/online_services/insurance_services_unit_-_application_for_incident_reporting)

### UNDER GIPAA LEGISLATION, THERE ARE OCCASIONS WHERE INFORMATION MAY NOT BE MADE AVAILABLE TO AN APPLICANT – SUCH INSTANCES ARE DETAILED BELOW

There is a public interest consideration against disclosure of information if disclosure of the information could reasonably be expected to have one or more of the following effects:

- (a) reveal an individual's personal information,
- (b) contravene an information protection principle under the *Privacy and Personal Information Protection Act 1998* or a Health Privacy Principle under the *Health Records and Information Privacy Act 2002*,
- (c) prejudice any court proceedings by revealing matter prepared for the purposes of or in relation to current or future proceedings,
- (d) prejudice the fair trial of any person, the impartial adjudication of any case or a person's right to procedural fairness,
- (e) reveal false or unsubstantiated allegations about a person that are defamatory,
- (f) expose a person to a risk of harm or of serious harassment or serious intimidation,
- (g) in the case of the disclosure of personal information about a child—the disclosure of information that it would not be in the best interests of the child to have disclosed,
- (h) prejudice the prevention, detection or investigation of a contravention or possible contravention of the law or prejudice the enforcement of the law.

### CORONIAL MATTERS

- If the information you require relates to a deceased person/s whose death was investigated by the State Coroner, please contact the Coroner's Office before completing this application, on telephone no. (02) 8584 7777, or visit the State Coroner [www.coroners.justice.nsw.gov.au](http://www.coroners.justice.nsw.gov.au) (as information in relation to Coronial matters can only be released by the Coroner's office).



# Access Application

Government Information (Public Access) Act 2009

## INSTRUCTIONS FOR COMPLETING YOUR APPLICATION

- Please complete this form to apply for access to information held by the NSWPF pursuant to the **GIPA Act**. Please mark the relevant boxes with a tick.
- If you require your personal information, you **MUST** provide a copy of your Proof of Identity
- If you are making this application on behalf of another person, you **MUST** ensure that person completes the 'Authorisation' section of this form or attach a separate authorisation

### 1. APPLICANT DETAILS

Title		Family Name			
Given Name/s					
Previous Names/Aliases (If applicable)					
Date of Birth (if your own application)					
Company Name (If applicable)					
Company ABN (If Applicable)			Company Reference (If Applicable)		
Residential Address (Unit/street name/suburb)					
			State		Postcode
Postal Address if different to residential address <u>or</u> As above <input type="checkbox"/>					
			State		Postcode
Contact No.					
Email Address					

### 2. AUTHORISATION TO OBTAIN INFORMATION ABOUT THE PERSON THE INFORMATION RELATES TO



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**TO BE COMPLETED BY THE PERSON THE INFORMATION RELATES TO – OR ATTACHED SEPARATELY**

I authorise the NSW Police Force to release information about me in matters relating to this access application, to the Person/Legal Representative/ Company/Agency named in Section 1

Your Full Name		Date of Birth	
Address			
Signature		Date	

### 3. INFORMATION REQUESTED

What information are you requesting?

<b>Criminal History only</b>		
<ul style="list-style-type: none"> <li>• My criminal history</li> <li>• Criminal history of other person(s)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	Please provide the name(s) and date(s) of birth of the person(s) in the Information Description box on page 4
<b>Event report(s) only</b>	<input type="checkbox"/>	Where you are requesting information for multiple events, please supply information for each event separately in the Information Description box on page 4
<ul style="list-style-type: none"> <li>• Event number:</li> <li>• Where/who incident reported to (Officer name/Police Area Command/Police Assistance Line/other) (if known)</li> <li>• Date of incident (if known)</li> <li>• Involved party/parties (if known):</li> </ul>		
<b>Event report(s) and related information</b>	<input type="checkbox"/>	Please provide the event number(s) and specific information you are seeking, in the Information Description box on page 4

Describe the information you would like to access in the box below, in enough detail to enable reasonable searches to be conducted – e.g. car registration number, date of Birth, location etc.

- Please supply any additional information that you feel will support your application (attach additional pages if necessary).
- If your application is unclear as to the information you require, or you do not provide sufficient information, your application may be deemed invalid.
- Please note that pursuant to section 75 of the GIPA Act, the NSWPF **is not required to create a new document** to respond to your application



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## INFORMATION DESCRIPTION

### 4. PROOF OF IDENTITY

If seeking access to **personal information**, you **MUST** provide copy of one of the following documents to confirm the identity of the involved party

<input type="checkbox"/> Australian Drivers Licence	<input type="checkbox"/> Current Australian Passport	<input type="checkbox"/> Other proof of identity (e.g. Government issued identity or proof of age card)
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**Please note, information may not be able to be released if identification requirements are not fulfilled**

### 5. APPLICATION FEE

**(Please note that an Access Application cannot be deemed valid without receipt of the application fee of \$30)**

I attach the following payment of the \$30.00 application fee (Do NOT send cash)

<input type="checkbox"/> Cheque	<input type="checkbox"/> Money Order	<input type="checkbox"/> Credit Card
Cheques and Money Orders should be made payable to the <b>NSW Police Force</b>		Completed <a href="#">Credit Card Payment Form</a> <b>MUST</b> be attached

### 6. PROCESSING CHARGES

A processing charge of \$30.00 per hour may be applied pursuant to Section 64 of the GIPA Act. You will be notified prior, if processing charges apply. Some applicants may be entitled to a 50% reduction in their processing charges. Further information about this will be advised at the time of notification of additional processing charges.

### 7. CONSULTATION

The GIPA Act requires an agency to consult with third parties when considering the potential release of other person(s) information (pursuant to Section 54 of the GIPA Act).

- Where consultation with a third party is required, the time to respond to your application will be extended by 10 working days.
- Where information requested is considered 'non-personal' additional charges will apply – you will be notified should this apply to your application.

Where another person's details are contained within the information you are requesting, do you wish for those persons to be contacted to obtain their consent to release their information to you? (If you do not consent to our agency consulting with involved persons, their information may not be released to you).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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When consulting, do you agree for this agency to provide your details as the 'applicant' to the other party and/or a third party? (If you do not consent to our agency providing these details, this may impact on the consulted agency's/third party's decision to release information).	<input type="checkbox"/> Yes I agree	<input type="checkbox"/> No I do not agree
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## 8. FORM OF ACCESS

Where information is located and able to be released, how do you wish to access this information?

<input type="checkbox"/> A copy of the document(s)	<input type="checkbox"/> Inspect the document(s)
<input type="checkbox"/> Access in any other way (please specify)	

## 9. PRIVACY STATEMENT

The NSWPF is subject to the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002* which require this agency to comply with Information and Health Privacy Principles.

Your personal information is being collected to process your application for information. The NSWPF may use your personal information for the purposes of processing your application within the agency.

The NSWPF is required to collect personal information directly from the individual unless the individual has authorised collection of the information from someone else. The NSWPF will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by NSWPF at 1 Charles Street, Parramatta NSW 2150. You have the right to access and correct the information if you believe that it is incorrect.

## 10. APPLICANT'S SIGNATURE

Applicant's Signature		Date	
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## 11. APPLICATION LODGEMENT OPTIONS

Via Post	Via Email
NSW Police Force External Information Access Unit Locked Bag 5102 Parramatta NSW 2124 Tel: (02) 8835 6888	<a href="mailto:gipaapp@police.nsw.gov.au">gipaapp@police.nsw.gov.au</a>  <b><i>A credit card authority must accompany any emailed application</i></b>

## Applicant Checklist

<input type="checkbox"/> Completed all pages of the application form	<input type="checkbox"/> Provided proof of identity – personal applications
<input type="checkbox"/> Enclosed payment	<input type="checkbox"/> Completed Authorisation Section (where applicable)