



# Access Application

*Government Information (Public Access) Act 2009*

## 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. Visit:

<https://www.police.nsw.gov.au/?a=481648>

## PUBLIC INTEREST CONSIDERATION MEAN THAT SOME INFORMATION MAY NOT BE MADE AVAILABLE TO AN APPLICANT

The full list of public interest considerations against disclosure can be found within the GIPA Act, PART 2, DIVISION 2, SECTION 14 ([click here to view](#)). Some of the most common public interest considerations against disclosure of information are listed below.

Where the information would:

- reveal an individual's personal information,
- 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,
- prejudice any court proceedings by revealing matter prepared for the purposes of or in relation to current or future proceedings,
- prejudice the fair trial of any person, the impartial adjudication of any case or a person's right to procedural fairness,
- reveal false or unsubstantiated allegations about a person that are defamatory,
- expose a person to a risk of harm or of serious harassment or serious intimidation,
- 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,
- 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).

## 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



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## SECTION 1 : APPLICANT

Are you applying as an Individual or Business?

INDIVIDUAL	BUSINESS
<b>Title</b>	<b>Company Name</b>
<b>First and Other Name(s)</b>	<b>Company ABN</b>
<b>Last Name</b>	<b>Your Reference Number</b>
<b>Previous / Other First Name(s)</b> (if applicable)	<b>Your Title</b>
<b>Previous / Maiden Last Name(s)</b> (if applicable)	<b>Your First and Other Name(s)</b>
<b>Date of Birth</b> (if this application for yourself)	<b>Your Last Name</b>

Are you or the business acting on behalf of another person / party? If so, what is the name of person / party?

### Contact Details

<b>Residential or Business Address</b>	<b>Unit No / Street / Street Name</b>		
	<b>Suburb / Town / Locality</b>		
	<b>Postcode</b>	<b>State / Territory</b>	<b>Country</b>
	Same as Residential or Business Address, or <b>Unit No / Street / Street Name / PO Box</b>		
<b>Postal Address</b>	<b>Suburb / Town / Locality</b>		
	<b>Postcode</b>	<b>State / Territory</b>	<b>Country</b>
	<b>Email Address</b>		
	<b>Contact Number</b>	<b>Preferred</b>	<b>Alternate</b>



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## SECTION 2 : INFORMATION REQUESTED

### What information are you requesting?

#### Criminal History

**My criminal history**

**Criminal history of other person(s)**

Please provide details of information in 'Information Description' section below

#### Event Report(s)

Where you are requesting information for multiple events, please supply information for each Event separately in the 'Information Description' section below

**Event Number**

**Date of incident** (if known)

**Where / Who incident reported to** (if known) e.g. Officer Name / Police Area Command / Police Assistance Line / Other)

**Involved party / parties** (if known)

#### Event Report(s) and related information

Please provide the event number(s) and specific information you are seeking, in the 'Information Description' section below

### Information Description

- Describe the information you would like to access in enough detail to enable reasonable searches to be conducted, e.g. car registration number, date of birth, location, Event numbers, other person(s) names, phone numbers, etc.
- If your application is unclear as to the information you require, or you do not provide sufficient information, your application may be deemed invalid.
- Attach additional pages (if necessary) with any additional information that you feel will support your application.

PLEASE NOTE THAT PURSUANT TO SECTION 75 OF THE GIPA ACT, THE NSW POLICE FORCE IS NOT REQUIRED TO CREATE A NEW DOCUMENT TO RESPOND TO YOUR APPLICATION.



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## SECTION 3 : AUTHORISATION TO OBTAIN INFORMATION ABOUT THE PERSON THE INFORMATION RELATES TO

SECTION 3 MUST 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

Full Name

Date of Birth

Address

Signature

Date

## SECTION 4 : PROOF OF IDENTITY - INVOLVED PARTY

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

Australian Drivers Licence

Current Australian Passport

Other proof of identity (e.g. Government issued identity or proof of age card)

Please note: Information may not be able to be released if identification requirements are not fulfilled

## SECTION 5 : APPLICATION FEE PAYMENT

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

Cheque

Cheques and Money Orders should be made payable to the NSW Police Force

Money Order

Credit Card

Completed Credit Card Payment Form MUST be attached

Please note: An Access Application cannot be deemed valid without receipt of the application fee of \$30.00

## SECTION 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.
- Where information requested is considered 'non-personal' additional charges will apply – you will be notified should this apply to your application.

## SECTION 7 : FORM OF ACCESS

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

A copy of the document(s)

Inspect the document(s)

Access in another way (please specify)



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## SECTION 8 : 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 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).

**Yes**

**No**

**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).

**Yes, I agree**

**No, I DO NOT agree**

## SECTION 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.

## SECTION 10 : APPLICANT'S SIGNATURE

**Applicant's Signature**

**Date**

## SECTION 11 : APPLICATION LODGEMENT OPTIONS

**NSW Police Force, InfoLink Unit** Phone: 02 8835 6888 Monday to Friday between 08.30am and 4.30pm

**Via Email** xxxxxxxx@xxxxxxx.xxx.xxx.xx  
A credit card authority must accompany any emailed application

**Via Post** NSW Police Force, InfoLink Unit,  
Locked Bag 5102, Parramatta NSW 2124

## APPLICANT CHECKLIST

- Completed all pages of the application form
- Enclosed payment
- Provided proof of identity (personal applications)
- Completed Authorisation Section (where applicable)