

## Information for Applicants

### 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.

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 crash or crime incident report (event only) that you have reported for insurance purposes, please obtain this information through the NSWPF Insurance Services Unit.

Visit: [https://www.police.nsw.gov.au/online\\_services/requesting\\_information/request\\_for\\_incident\\_information](https://www.police.nsw.gov.au/online_services/requesting_information/request_for_incident_information)

### DO YOU NEED A NATIONAL POLICE CHECK CERTIFICATE?

The NSW Police Force provides an opportunity for NSW residents aged 14 years and above to apply for a National Police Check for visa, adoption, employment (including authorisation as an authorised carer), approval as a household member of an authorised carer, some occupational licensing purposes, student placements and for volunteers working in Commonwealth supported aged-care facilities.

Visit: [https://www.police.nsw.gov.au/online\\_services/criminal\\_history\\_check](https://www.police.nsw.gov.au/online_services/criminal_history_check)

Individuals requiring a criminal record check for Australian citizenship, residency, spouse visa, guardianship of a child from another country, working visa or whilst travelling or living abroad, must apply via the Australian Federal Police (AFP). Details on applying for a criminal record check via the AFP is available at

[www.afp.gov.au](http://www.afp.gov.au). Non NSW residents must apply in the state they usually reside.

Visit: <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>

### DO YOU REQUIRE INFORMATION FOR A MATTER BEFORE THE COURT?

If documents are required for court proceedings, you may require a Subpoena.

A Subpoena is required for documents/materials are required for court proceedings. A subpoena is a Court order, issued at the request of a party involved in a court proceeding. Subpoenas are issued in both criminal and civil matters by any State or Federal court.

For further information, visit:

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



## 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).

## DO YOU REQUIRE ACCESS TO EMPLOYEE PERSONNEL FILES?

Supervised access to your electronic personnel file (eP-file) will be provided upon request through your Command.

## PUBLIC INTEREST CONSIDERATIONS 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.

## 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

**SECTION 1 : APPLICANT**

Are you applying as an Individual or Business?

INDIVIDUAL	BUSINESS
Title	Company Name
First and Other Name(s)	Company ABN
Last Name	Your Reference Number
Previous / Other First Name(s)	Your Title / Position
Previous / Maiden Last Name(s)	Your First and Other Name(s)
Date of Birth	Your Last Name

**Type of Applicant**

Are you or the business acting on behalf of another person / party? YES  NO

If so, what is the name of the person / party?

Are you applying as:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Legal Representative | <input type="checkbox"/> Member of Parliament | <input type="checkbox"/> Media Representative        |
| <input type="checkbox"/> Member of the Public | <input type="checkbox"/> Other                | <input type="checkbox"/> Staff / Former Staff Member |

**Contact Details**

<b>Residential or Business Address</b>	Unit Number / Street Number / Street Name
	Suburb / Town / Locality / Post Code / State / Territory
<b>Postal Address</b>	Same as Residential or Business Address, or
	Unit Number / Street Number / Street Name
	Suburb / Town / Locality / Post Code / State / Territory
<b>Email Address</b>	
<b>Contact Number</b>	Preferred <input type="checkbox"/>
	Alternate <input type="checkbox"/>

**SECTION 2 : INFORMATION REQUESTED**

What information are you requesting?

**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)

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

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

**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.

**NOTE: If additional space is required please attach additional pages**

**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.**

**SECTION 3 : AUTHORISATION TO RELEASE PERSONAL INFORMATION**

I am seeking my personal information  
There is no requirement to complete this section

OR

I am seeking the personal information of another person

**To be completed by the party whose personal information is requested**

I authorise the NSW Police Force to release information about me as outlined in Section 2 of this Access Application.

I acknowledge that the information requested may include my Criminal History.

I authorise the NSW Police Force release my personal information to the Person / Legal Representative / Company / Agency named in Section 1 of this Access Application.

Full Name

Date of Birth

Address

Signature

Date

**PLEASE NOTE: Information may not be able to be released if authorisation is not provided**

**SECTION 4 : PROOF OF IDENTITY – INVOLVED PARTY**

If seeking access to personal information, you **MUST** provide copy of one of the following proof of identify documents. This is to comply with privacy requirements.

**Australian Drivers Licence** – with photograph, current address and signature

**Current Australian Passport** – with current address

**Other proof of identity** (e.g. Government issued identify or proof of age card) – with current address and signature

**PLEASE NOTE: Information may not be able to be released if identification requirements are not fulfilled**

**SECTION 5 : APPLICATION FEE**

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

**Credit Card** Completed [Credit Card Payment Form](#) **MUST** be attached

**Cheque**

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

**Money Order**

**PLEASE NOTE: An Access Application cannot be deemed valid without receipt of the application fee.**

**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)

**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.

Yes, I agree

**When consulting, do you agree for this agency to provide your details as the 'applicant' to the other party and/or a third party?**

No, I DO NOT agree

(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).

**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

[gipa@police.nsw.gov.au](mailto:gipa@police.nsw.gov.au)

*A credit card authority must accompany any emailed application*

NSW Police Force, InfoLink Unit,  
Locked Bag 5102, Parramatta NSW 2124

**APPLICANT CHECKLIST**

Completed all pages of the Access Application form

Enclosed Payment

Provided proof of identity (person applications)

Completed Authorisation Section (where applicable)