



NT Police, Fire and Emergency Services

Freedom of Information (FOI) Application Form

Contact Us

Information Access Team
PO Box 39764
WINNELLIE NT 0821

Telephone: (08) 8985 8926
police.information@nt.gov.au

Use this form to apply for any information held by NT Police, Fire and Emergency Services **except** CCTV footage taken from the City Safe Cameras, Motor Vehicle Crash Reports, General Property Insurance Reports, Complete Traffic History Checks, National Police Certificates or OCHRE cards. For further information in relation to your request, please do not hesitate to contact us.

Please send your completed application form including a clear certified copy of your photo ID and proof of payment (if applicable) to the Information Access Team by email or mail. If you submit your form at an NT Police Station, the receiving officer will certify your photo ID and forward your application to the Information Access Team for you.

Your Name and Contact Details

Title (please circle): Ms / Mrs / Miss / Mr / Dr _____ Postal Address: _____

First Name: _____

Family Name: _____

Phone: (B/H) _____ (A/H) _____

Email: _____ Fax: _____

Describe the Information you Want

Please provide as much detail about the information you want, e.g. dates created, location, subject matter, who was involved. (Attach another sheet of paper with more details, if necessary)

Preferred Form of Access (please tick relevant box)

- ☐ Hard copy sent by mail
- ☐ Electronic copy sent by email
- ☐ Inspection
- ☐ Other (please specify) _____

Application Fee - \$30 (please tick relevant box)

If your application is only for records that contain personal information about you, there is no application fee. However, if your application is for information that is not about you, or for a mix of non-personal and personal information, you must pay an application fee. In some cases, the fee may be waived or reduced.

- ☐ I limit my application to records that contain personal information about me (no application fee)
- ☐ I attach a \$30 cheque / money order / receipt for the application fee
- ☐ I attach a completed Application to Waive/Reduce Fees form in relation to the application fee

Processing Fee (please tick relevant box if applicable)

A processing fee may be charged to cover costs of processing the application. If your application is only for records that contain personal information about you, the processing fee is more limited. In some cases, the fee may be waived or reduced.

- ☐ I understand that I may have to pay a processing fee in relation to the application
- ☐ I attach a completed Application to Waive/Reduce Fees form in relation to the processing fee

Identification

Section 18(3) of the *Information Act* (NT) stipulates that a public sector organisation must satisfy itself as to the identity of the applicant prior to accepting an application. Satisfactory forms of identification are driver's licence/18+card/passport.

Sign Here _____ Date _____

Privacy

Northern Territory Police, Fire and Emergency Services (NTPFES) is collecting this information to ensure that the correct person is entitled to receive the information requested. This collection is authorised or required by the *Information Act* (NT) and/or the Northern Territory *Police Administration Act*. The information provided on this form is only used to identify the applicant for the purpose of providing the information requested. You have the right to request access to any of your personal information held by NTPFES. For more information, please contact NTPFES by telephone on (08) 8985 8926.

This must be completed by the Receiving Officer before forwarding to the Information Access Team

Date Application Received: _____

Photographic Identification of Applicant Attached: Yes

Receipt Number: _____ Payment Amount: _____

Receiving Officer's Name & Position (please print): _____

Signature of Receiving Officer: _____



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Freedom of Information (FOI) Payment Options

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Bank Transfer via Internet or Telephone Banking – only within Australia

Our bank details are:

National Australia Bank (NAB)
Account Name: Receiver of Territory Monies (RTM)
BSB: 085-461
Account Number: 161610000
Description: Applicant's/Your Name – 166311

You must also attach a copy of the transfer confirmation to this application form and send it to the Information Access Team at NT Police, Fire and Emergency Services.

Credit Card – this is the only method of payment for overseas customers

Credit card payments can be made to the Receiver of Territory Monies (RTM) over the telephone or by email. You must advise the RTM that you are paying for a Freedom of Information Request under the *Information Act*, with the general ledger code **16JBDA02 - 166311** and tax code **N00**. You must also attach a copy of the RTM receipt to this application form and send it to the Information Access Team at NT Police, Fire and Emergency Services.

The RTM can be contacted during office hours on **(08) 8999 1606** or by email RTMDarwin@nt.gov.au

Cheque / Money Order

Cheques and money orders should be made payable to the Receiver of Territory Monies (RTM) and sent with the completed application form to the Information Access Section of NT Police, Fire and Emergency Services.