



Australian Government
Office of the Australian
Information Commissioner

Reference code: **s 47E(d)**

IC Request Form – Agency extension of time for processing an FOI request

Getting started

About this form

The Office of the Australian Information Commissioner (OAIC) can grant extensions of time to agencies who are processing Freedom of Information requests.

This form can be used by agencies to request an extension of time to process an FOI request or to notify an agreed extension of time.

Please note that if an agency does not provide the Information Commissioner with adequate reasons, the extension of time request may be refused.

Further guidance and advice for agencies about extension of time for processing requests (<https://www.oaic.gov.au/freedom-of-information/guidance-and-advice/extension-of-time-for-processing-requests/>), including the details to be included in a request, is available on our website (<https://www.oaic.gov.au/>).

An agency may apply to vary the extension if an earlier extension granted by the OAIC is insufficient, however the agency must explain what has changed since the initial extension of time request and provide reasons for why a variation to the extension is justified.

You can save this form at any point and return to complete it within 3 days. If you do not submit your saved form within 3 days it will be permanently erased from the secure server.

PLEASE NOTE:

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This request may be subject to the *Freedom of Information Act 1982*.

This request for an extension of time application will be provided to the person who lodged the FOI request.

If you have any questions about making an extension of time request or have trouble completing this form please send an email to foidr@oaic.gov.au (<mailto:foidr@oaic.gov.au?subject=IC%20Request%20Form%20%E2%80%93%20Agency%20extension%20of%20time%20for%20processing%20an%20FOI%20request>) or call our enquiries line on 1300 363 992.

Your personal information

We will handle your personal information in accordance with the Australian Privacy Principles.

If you have any questions about the personal information we collect and how we will handle your information, please contact the OAIC or see our privacy policy (<http://www.oaic.gov.au/privacy-policy-summary>) available on our website.

Before you start

To ensure you are using the correct form, please select one of the following options. *

- ☒ I am notifying of or requesting an extension of time
- ☐ I am requesting a review of an FOI decision
- ☐ I want to complain about the handling of my FOI request

I am submitting this notification or request on behalf of: *

- ☒ Australian Government Agency
- ☐ Minister

Agency details

- ☐ Administrative Appeals Tribunal
- ☐ Attorney-General's Department
- ☐ Australian Broadcasting Corporation
- ☐ Australian Federal Police
- ☐ Australian Prudential Regulation Authority
- ☐ Australian Securities and Investments Commission
- ☐ Australian Taxation Office
- ☐ Australian Transaction Reports and Analysis Centre (AUSTRAC)
- ☐ Comcare
- ☐ Commonwealth Ombudsman
- ☐ Department of Agriculture, Water and the Environment
- ☐ Department of Defence
- ☐ Department of Foreign Affairs and Trade
- ☐ Department of Health
- ☐ Department of Home Affairs
- ☐ Department of Industry, Science, Energy and Resources

- ☐ Department of the Prime Minister and Cabinet
- ☐ Department of Social Services
- ☐ Department of the Treasury
- ☒ Department of Veterans' Affairs
- ☐ Immigration Assessment Authority
- ☐ National Disability Insurance Agency
- ☐ Norfolk Island Regional Council
- ☐ Services Australia
- ☐ The Australian National University
- ☐ Other

FOI reference number

Please provide your internal FOI reference number for this notification or request: *

s 22

Your details

Please note that we are unable to accept anonymous requests. You must provide an email or postal address so that we can send you notices.

Title

Mr

Given name *

Jeremy

Family name *

62329532

Preferred contact method (you must provide at least one contact method) *

Email

Phone

Post

Other

Email address * (please note the agency FOI email address)

information.access@dva.gov.au

Phone (daytime)

Include area code

Mobile

Postal address

Start typing full address here..

Other contact details (eg. fax or international address)

FOI applicant details

Is the FOI applicant *

an Individual	an Organisation
---------------	-----------------

Title

Given name *

Family name *

Preferred contact method *(you must provide at least one contact method)* *

Email	Phone	Post	Other
-------	-------	------	-------

Email address *

Phone (daytime)

Mobile

Postal address

Other contact details *(eg. fax or international address)*

Is the FOI applicant represented *

Yes	No
-----	----

Extension details

Please select the type of extension you are seeking *

- ☐ Extension of time notification with the agreement of the applicant (s 15AA)
- ☒ Extension of time to process complex or voluminous requests (s 15AB)
- ☐ Extension where decision not made within time (s 15AC)
- ☐ Extension where internal review decision not made within time (s 54D)
- ☐ Extension where amendment/annotation request not made in time (s 51DA)

Has the statutory time period for processing already run out? If so, an application will need to be made under s 15AC. *

Yes	No
-----	----

Date you received the FOI request *

Current date the decision is due *

26 Jul 2022

Requested length of extension (*number of days*)

30

New decision due date if extension granted *

26 Aug 2022

Did you approach the applicant for an extension of time under s 15AA

Yes

No

Why did you decide not to approach the applicant for an extension of time under s 15AA *

The applicant's initial request had indicated that they would reject all s 15AA requests:

s 22

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? *
(For example, through consultation provisions or provisions about charges that impact on the statutory due date)

Yes

No

Has the applicant raised any concerns about delays?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). *

Yes

No

Please also explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. *

The matter was registered on 1 July.
Preliminary searches of the applicant's requested documents were completed by 11 July.
On 12 July the matter was re-allocated to another processing officer.

What work is required to finalise the request? *

The relevant documents must be compiled and redacted. Furthermore, other business areas in the Department must be contacted to retrieve specific information about the client's file and specific data logs.

Why is the request considered complex or voluminous? *

The request is considered complex or voluminous on multiple grounds. s 47E(d)

Do other agencies or parties have an interest in the request? *

N/A

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request *

The client will be updated on the status of the request via communications with s 22

Please provide a copy of the FOI applicant's original FOI request and any revisions to the scope of the FOI request. *

Files you attach **must**:

- be in *.pdf, *.docx, *.doc, *.txt, *.jpg, *.gif, *.png format
- be no more than five files
- in total be no larger than 20MB.

Register FOI - s22 [ISEC=OFFICIAL] Redacted.pdf

If you have documents to attach to this form, please do so here:

Files you attach **must**:

- be in *.jpg, *.gif, *.png, *.pdf, *.doc, *.docx, *.txt, *.xls, *.xlsx format
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- in total be no larger than 20MB.

Submission

Submitting your request

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Please review the information that you have provided in your request. If you would like to change anything, you can return to the relevant section using the Go Back button.

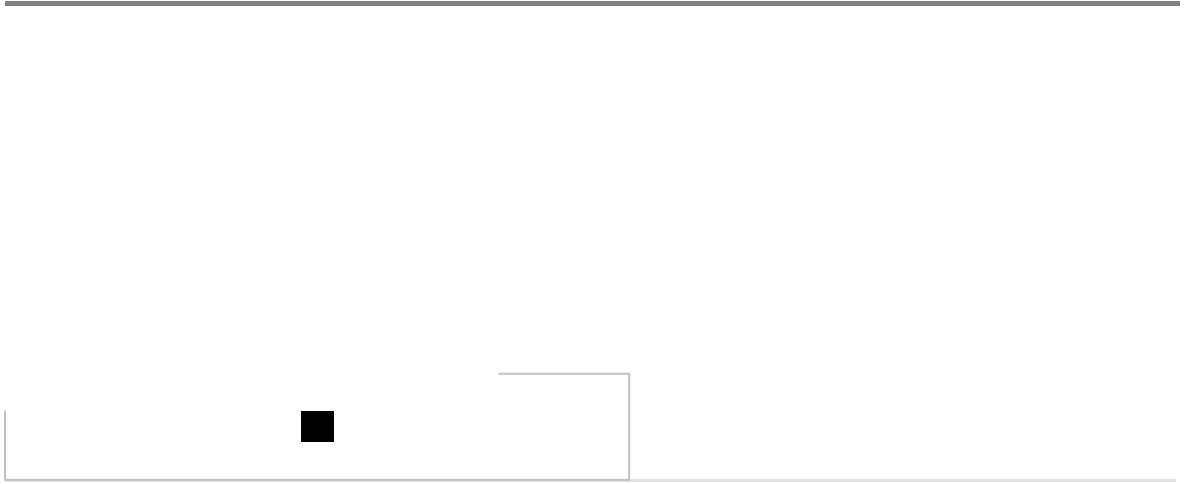
When you are ready to submit your form, click the Submit button below.

Once you submit your form, you will be taken to a confirmation page. This page will provide a receipt number for your submission, and you will be able to download a copy of your completed form or have a copy sent to an email address of your choice.

This request for an extension of time application will be provided to the person who lodged the FOI request.

A decision on your request will usually be provided within five working days. In certain circumstances the OAIC may need to consult with the FOI applicant or other affected parties. If this is the case, the extension may take longer to process.

The OAIC's processing of an EOT application may also take longer than five days if further information is required. It is important that agencies provide a complete application in the first instance. Incomplete EOT applications may result in an extension being denied. Incomplete EOT applications may result in an extension being denied.



S 47E(d)

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- ☐ Department of Health
- ☐ Department of Home Affairs
- ☐ Department of Industry, Science, Energy and Resources

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- ☐ Department of Social Services
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- ☐ Norfolk Island Regional Council
- ☐ Services Australia
- ☐ The Australian National University
- ☐ Other

FOI reference number

Please provide your internal FOI reference number for this notification or request: *

s 22

Your details

Please note that we are unable to accept anonymous requests. You must provide an email or postal address so that we can send you notices.

Title

Ms

Given name *

Leonie

Family name *

s47E(d)

Preferred contact method *(you must provide at least one contact method)* *

Email	Phone	Post	Other
-------	-------	------	-------

Email address * *(please note the agency FOI email address)*

information.access@dva.gov.au

Phone (daytime)

(02) 9213 7451

Mobile

Postal address

Start typing full address here..

Other contact details *(eg. fax or international address)*

FOI applicant details

Is the FOI applicant *

an Individual	an Organisation
---------------	-----------------

Title

Given name *

Family name *

Name of organisation *

Preferred contact method *(you must provide at least one contact method)* *

Email	Phone	Post	Other
-------	-------	------	-------

Email address *

Phone (daytime)

Mobile

Postal address

Other contact details *(eg. fax or international address)*

Is the FOI applicant represented *

Yes	No
-----	----

Extension details

Please select the type of extension you are seeking *

- ☐ Extension of time notification with the agreement of the applicant (s 15AA)
- ☐ Extension of time to process complex or voluminous requests (s 15AB)
- ☒ Extension where decision not made within time (s 15AC)
- ☐ Extension where internal review decision not made within time (s 54D)
- ☐ Extension where amendment/annotation request not made in time (s 51DA)

Has the statutory time period for processing already run out? If not, an application will need to be made under s 15AB. *

Yes	No
-----	----

You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.

If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time request, please advise us in writing as soon as possible.

Date you received the FOI request *

13 May 2022

Current date the decision is due *

13 Jun 2022

Requested length of extension (*number of days*)

43

New decision due date if extension granted *

26 Jul 2022

Did you approach the applicant for an extension of time under s 15AA

Yes	No
-----	----

Why did you decide not to approach the applicant for an extension of time under s 15AA *

Request was placed in wrong electronic mail bag and wasn't received until its due date

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? *
(For example, through consultation provisions or provisions about charges that impact on the statutory due date)

Yes	No
-----	----

Has the applicant raised any concerns about delays?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). *

Yes	No
-----	----

Please also explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. *

Administrative error request was placed in wrong electronic mail bag - originally received 13/5/22
 Rego team received request on 6/7/2022 and ack on the same day due to my case load i have only been able to process this request today - sorry for delay

What work is required to finalise the request? *

request is ready for final QA check 25/7/2022

Please describe the scope and complexity of the request. Please provide the number of documents at issue and the number of folios, as well as any complexity in the nature of those document *

N/A

Do other agencies or parties have an interest in the request? *

N/A

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request *

Decision & documents are ready for final QA check and should go out today to client 25/7/2022

Please provide a copy of the FOI applicant's original FOI request and any revisions to the scope of the FOI request. *

*Files you attach **must**:*

- be in *.pdf, *.docx, *.doc, *.txt, *.jpg, *.gif, *.png format
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- in total be no larger than 20MB.

Overdue MAIL1031 - s22 [REDACTED] [SEC=OFFICIAL].pdf

If you have documents to attach to this form, please do so here:

*Files you attach **must**:*

- *be in *.jpg, *.gif, *.png, *.pdf, *.doc, *.docx, *.txt, *.xls, *.xlsx format*
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Submission

Submitting your request

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S 47E (d)



S 47E(d)



FOIREQ22/00171 022

PART A**Advocate's or Representative's details****1. Name**

Surname

s22

Given name(s)

s22

2. Please provide at least one method of contacting you in writing☒ Email address (*preferred*)

s22

☐ Postal address (*optional*)

s22

☐ Phone (*optional*)

s22

3. Please indicate the advocacy organisation and location for which you are a member (e.g., Legacy)

s22

PART B**About the individual you are representing****4. Name**

Surname

s22

Given name(s)

5. Relationship of the individual to the deceased

s22

6. DVA reference number (if applicable)**7. Capacity in which the information is being requested**

s22

8. Please provide contact details for the individualPhone (*preferred*)

[] s22

Email address (*optional*)Postal address (*optional*)

POSTCODE

9. Preferred mode of access

s 22 Please forward a copy of the documents and information to me

Please forward a copy of the documents and information to my Advocate/
Representative

10. Individual's consent

By signing below, I authorise the Advocate or Representative listed at Part A, to act on my behalf for the purposes of this FOI request. I understand that DVA will contact me upon receiving this FOI request to confirm that it has been received and that I have consented to the request as framed at Part C. I also understand that after the initial contact, DVA will liaise directly with my nominated Advocate or Representative on all aspects of this FOI request, including where additional information may be required and that documents will be released directly to my nominated Advocate or Representative unless I have indicated otherwise.

This consent does not provide a general authority for the Advocate or Representative to act on behalf of the individual in other FOI requests, or other matters with DVA.

To provide a general authority in all interactions with DVA, please see the Appointing a third party to represent a DVA client form on DVA's website.

Individual's
name*

s 22

Individual's
Signature

 **s 22**

Date

8/5/22

* If acting under a Power of Attorney (POA) or similar authorization, please provide a copy of the POA if this applies.

PART C**Documents requested****11. Please describe as clearly as possible the documents relating to the deceased person that you seek access to.**

Please use BLOCK LETTERS if you are filling this form in by hand.

s 22

PART D**Details about the deceased**

Please provide all known information about the deceased client's information being requested.

12. Name

Surname

s22

Given name(s)

s22

13. Other name(s) by which the client may be known**14. DVA file number**

s22

15. Service number

s22

16. Branch of service

s22

17. Date of enlistment

s22

18. Date of discharge

s22

19. Date of birth

s22

20. Date of death

s22

21. Relationship status at time of death

s22

PART E**Supporting documentation****Please read carefully**

Under section 47F of the FOI Act, and in accordance with DVA's Privacy Policy, DVA must consider whether releasing information would be an unreasonable disclosure of personal information (even if that person is deceased).

Section 27A of the FOI Act would ordinarily require DVA to consult with a deceased's legal representative so that the representative has the opportunity to consider if the disclosure of the requested material would be unreasonable. A consultation is not required where the FOI request is made by the deceased's legal representative. If sufficient documentation is not provided, the deceased's information may be considered exempt from disclosure under section 47F of the FOI Act.

The supporting documentation requested below is requested by DVA to establish that you have sufficient authority to obtain the deceased's information. DVA will consider each FOI request on its merits. However, please note that the more supporting information you can provide, the more likely it is that DVA can release the requested material to you.

Please ensure all copies of documents provided are certified. Please also provide proof of the individual's identity if they are not already a DVA client (e.g. driver's licence or passport).

22. Please provide relevant documents from category (a), (b) or (C)

(a) If the individual has legal authority regarding the deceased's estate, or has consent from the executor, administrator of trustee of the deceased's estate, please provide a copy of one of the following:

- ☐ Current and valid Last Will and Testament of the deceased (certified extract of page identifying the deceased and nominated executor will suffice)
- ☐ Grant of Probate
- ☐ Letters of Administration
- ☐ Court order appointing the individual as Executor, Administrator or Trustee

(b) If the individual does not have legal authority regarding the deceased's estate, a copy of the executor's, administrator's or trustee's consent to the individual making this FOI request is provided.

- ☐ Yes
- ☐ No
- ☐ Not applicable (e.g. individual is the legal representative)

(c) If the above documents are not available, please provide one of the following showing a familial relationship between the individual and deceased:

s 22

23. DVA is not always made aware of an individual's death. Please indicate whether:

s 22

PART F**Advocate's or Representative's Declaration****24. Declaration**

I declare that the above information provided in this form, including the information about the supporting documentation provided in Part E is correct to the best of my knowledge, and I understand that giving false or misleading information is a serious offence.

Advocate/
Representative's
Signature

**s22**

Date

s22**Charges**

Under the FOI Act, individuals who make an application for their own personal information will not be subject to fees or charges. All other FOI Act requests may be subject to charges. Requests under other access mechanisms will not be subject to fees or charges.

You will be notified if charges are payable in relation to your request.

Submitting an application

Once this form is fully completed, please provide to DVA by either:

Post: **National Information Access Processing Team**
Department of Veterans' Affairs
GPO Box 9998
BRISBANE QLD 4001

Email: information.access@dva.gov.au

OFFICE USE ONLY

Date received

Ref

File numbers

Comments



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Your details

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Title

Given name *

Padmaja

Family name *

61122501

Preferred contact method (you must provide at least one contact method) *

Email	Phone	Post	Other
-------	-------	------	-------

Email address * (please note the agency FOI email address)

Information.Access@dva.gov.au

Phone (daytime)

Include area code

Mobile

Postal address

Start typing full address here..

Other contact details (eg. fax or international address)

FOI applicant details

Is the FOI applicant *

an Individual	an Organisation
---------------	-----------------

Title

Given name *

Family name *

Preferred contact method *(you must provide at least one contact method)* *

Email	Phone	Post	Other
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Email address

Phone (daytime) *

Mobile

Postal address

Other contact details *(eg. fax or international address)*

Is the FOI applicant represented *

Yes	No
-----	----

Extension details

Please select the type of extension you are seeking *

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- ☐ Extension where amendment/annotation request not made in time (s 51DA)

Has the statutory time period for processing already run out? If not, an application will need to be made under s 15AB. *

Yes	No
-----	----

You are requesting an extension of time on the grounds that further time is needed to deal with the FOI request. You should continue to process an FOI request without waiting for a response to this extension of time request. The expiry of the timeframe allows an FOI applicant to seek Information Commissioner review; it does not remove the agency's or minister's obligation to process the request.

If a decision is provided to the FOI applicant prior to the OAIC making a decision on your extension of time request, please advise us in writing as soon as possible.

Date you received the FOI request *

25 May 2022

Current date the decision is due *

24 Jun 2022

Requested length of extension (*number of days*)

40

New decision due date if extension granted *

03 Aug 2022

Did you approach the applicant for an extension of time under s 15AA

Yes	No
-----	----

Why did you decide not to approach the applicant for an extension of time under s 15AA *

"No. As the request was overlooked by registrations in an administrative error, the statutory timeframe had expired prior to the registration of the FOI request."

Has the processing period been extended as a result of other statutory provisions, or are you considering such an extension? *
(For example, through consultation provisions or provisions about charges that impact on the statutory due date)

Yes	No
-----	----

Has the applicant raised any concerns about delays?

If yes, please attach a copy of the correspondence received from the applicant. (see below for attaching files). *

Yes	No
-----	----

Please also explain the reasons for the request and why an extension would be justified. Requests for longer extensions of time (more than 30 days) will require greater justification.

Please provide a timeline setting out the work already completed in order to process this request. Where an extension of time has previously been granted, describe the work that was undertaken during that extended period. *

The requested documents have been compiled, sensitivities redacted and cleared by our quality control team. The decision is ready to be released upon the granting of an s15AC extension of time.

What work is required to finalise the request? *

Awaiting granting of the s15AC extension. The decision is ready to be released once granted

Please describe the scope and complexity of the request. Please provide the number of documents at issue and the number of folios, as well as any complexity in the nature of those document *

s 47E(d)

Do other agencies or parties have an interest in the request? *

No. No other agencies have an interest in the request

Please describe the measures that would be taken to ensure a decision is made within the period of the requested extension and to keep the applicant informed of the progress of the request *

The decision is drafted and ready to be released upon the granting of the extension of time.

Please provide a copy of the FOI applicant's original FOI request and any revisions to the scope of the FOI request. *

Files you attach **must**:

- be in *.pdf, *.docx, *.doc, *.txt, *.jpg, *.gif, *.png format
- be no more than five files
- in total be no larger than 20MB.

FOI.PDF

If you have documents to attach to this form, please do so here:

Files you attach **must**:

- be in *.jpg, *.gif, *.png, *.pdf, *.doc, *.docx, *.txt, *.xls, *.xlsx format
- be no more than five files
- in total be no larger than 20MB.

Submission

Submitting your request

You can save this form at any point and return to complete it within 3 days. If you do not submit your saved form within 3 days it will be permanently erased from the secure server.

Please review the information that you have provided in your request. If you would like to change anything, you can return to the relevant section using the Go Back button.

When you are ready to submit your form, click the Submit button below.

Once you submit your form, you will be taken to a confirmation page. This page will provide a receipt number for your submission, and you will be able to download a copy of your completed form or have a copy sent to an email address of your choice.

This request for an extension of time application will be provided to the person who lodged the FOI request.

A decision on your request will usually be provided within five working days. In certain circumstances the OAIC may need to consult with the FOI applicant or other affected parties. If this is the case, the extension may take longer to process.

The OAIC's processing of an EOT application may also take longer than five days if further information is required. It is important that agencies provide a complete application in the first instance. Incomplete EOT applications may result in an extension being denied. Incomplete EOT applications may result in an extension being denied.



Australian Government
Department of Veterans' Affairs

Information Access Application Form

Access to information and documents held by the Department of Veterans' Affairs (DVA)

Proof of identity may be required when requesting personal information.

Proof of relationship may be required when requesting personal information relating to another individual.

What documents are held by DVA?

If a veteran has lodged a claim with DVA then DVA will hold a file and the service records. The file will generally also hold the service medical records; however, in some cases these records may have been returned to the Department of Defence.

What documents are NOT held by DVA?

Service Records (or dossiers) from World War 1 and World War 2 are available from the National Archives of Australia. All other service and medical records can be obtained from the Department of Defence by the person concerned, outside of the legislative framework (administrative access to information).

This form should **not** be used to seek records from the Department of Defence. A separate application form is available from the Department of Defence at www.defence.gov.au.

Please contact:

Post: **Defence Archives**
PO Box 225
QUEENSLIFF VIC 3225

Phone: **1800 333 362**

Email: **ADF.records@defence.gov.au**

DVA Factsheets

For more information on accessing information held by DVA, and the privacy obligations of DVA, see the following factsheets:

FIP 01 Access to Information About You

FIP 02 Privacy

FIP 04 Confidentiality of Social Security (Centrelink) pension information.

Privacy Notice

Your personal information is protected by law, including the *Privacy Act 1988* (The Privacy Act). Your personal information may be collected by DVA for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants. Read more: [How DVA manages personal information](#).

Email: information.access@dva.gov.au

Post: **Information Access**
Department of Veterans' Affairs
GPO Box 9998
BRISBANE QLD 4001

Phone: **1800 555 254**

Part A

Documents or Information requested

Please use BLOCK LETTERS if you are filling this form in by hand.

1. Please describe as clearly as possible the documents or information you are seeking to access

s 47E(d)

Part B**About the Applicant**

2. Surname* **s22**

3. Given name(s)* **s22**

4. Please provide at least one method of contacting you in writing

☐ Email address

☒ Postal address (optional but must be an Australian address)

s22

POSTCODE

☒ Phone (optional)

s22

5. If you are requesting information about a DVA client, what is your relationship to the client (e.g. self, advocate, widow, next of kin)?

6. Applicant's signature* **s22** Date **23/05/2022 /**

*If you are requesting non-personal information, the details at Questions 2, 3 and 6 are optional

Part C**About the DVA Client**

Complete this Part if you are requesting access to information about a DVA client (including if the information is about you)

7. Surname **s22**

8. Given name(s) **s22**

9. Other name(s) by which the client may be known

10. DVA File number **s22**

11. Service number **s22**

12. Branch of service **s22**

13. Date of enlistment **s22 /**

14. Date of discharge **/ /**

15. Date of birth **s22 /**

16. Date of death (if applicable) **/ /** OR ☒ N/A

17. Authority to request personal information

I, the DVA client above (or a person with appropriate authority), authorise the applicant at **Part B** to request the information at **Part A** that relates to me. I authorise DVA to deal with the applicant with regard to my information.

18. Signature **s22** Date **23/05/2022 /**

Part D**Access Request****METHOD OF ACCESS**

You may select the method of access most appropriate to your circumstances. If you do not make a selection, DVA will process your request outside of the legislative framework.

Please tick **one** box

- You can ask for access outside of the legislative framework to documents and information held by DVA.
☐ I would like to request administrative access to information.
- If you have an active* claim under the *Military Rehabilitation and Compensation Act 2004* (MRCA), you have a right to documents related to that claim.

*An active claim is a claim that has not yet been ultimately determined.

☐ I would like to request access under s 331 of the MRCA.

- If you have an active* claim under the *Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988* (DRCA), you have a right to documents related to that claim.

*An active claim is a claim that has not yet been ultimately determined.

☐ I would like to request access under s 59 of the DRCA.

- If you are seeking information or documents about yourself, you have a right to access the information or documents under Australian Privacy Principle (APP) 12, as set out in the Privacy Act.

☐ I would like to request access under APP 12.

- You have a right to request documents from DVA under the *Freedom of Information Act 1982* (the FOI Act)

☒ I would like to make a request under s 15 of the FOI Act.

Charges

Under the *Freedom of Information Act 1982* (the FOI Act), individuals who make an application for their own personal information will **not** be subject to fees or charges. All other FOI Act requests may be subject to charges. Requests under other access mechanisms will **not** be subject to fees or charges.

You will be notified if charges are payable in relation to your request.

MODE OF ACCESS

☒ Please forward a copy of the documents and information to me (the applicant)/my representative.

☐ Please arrange for me to inspect the documents.

SUBMITTING AN APPLICATION

By email: information.access@dva.gov.au

By Post: **Information Access**
Department of Veterans' Affairs
GPO Box 9998
BRISBANE QLD 4001

OFFICE USE ONLY

Date received	<input type="text" value="/"/>	Ref	<input type="text"/>	File Nos.	<input type="text"/>
Comments	<input type="text"/>				
	<input type="text"/>				