

Government Information (Public Access) Act 2009 ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer at 02-9219-5701 or visit our website at www.legalaid.nsw.gov.au.

1. Your details

Last name: **Title:** Mr / Mrs

First names:

Postal address: **Postcode:**

Day-time telephone: **Facsimile:**.....

Email:

I agree to receive correspondence at the above email address.

The questions below are optional and the information will only be used for the purposes of providing better service.

Place of birth: **Main language spoken:**

Aboriginal or Torres Strait Islander: Yes / No (circle one)

If you have special needs for assistance with this application, please give details:

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2. Proof of identity

Only required when an applicant is requesting information on their own behalf.

When seeking access to your personal information, an applicant must provide proof of identity in the form of a copy of any one of the following documents:

Australian driver's licence with photograph, signature and current address

Current Australian passport

Other proof of signature and current address details

3. Government information

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, we may be unable to assist you.

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4. Form of access

How do you wish to access the information?

Inspect the document(s) A copy of the document(s)

Access in another way (please specify)

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5. Application Fee

I attach payment of the **\$30 application fee** by cheque / money order (circle one).

6. Further processing charges

You may be asked to pay a further charge for processing your application (at the rate of \$30 per hour.) You will be advised in writing if any such further processing charges are payable. You will also be advised of how you may apply for a 50% reduction in such processing charges.

7. Disclosure log

If the information you have asked for is released to you and would be of interest to other members of the public, details about your application may be recorded in our 'disclosure log'. The disclosure log is published on our website.

Do you object to this? **Yes / No** (circle one)

Applicant's signature: Date:.....

Please post this form (with payment) or lodge it at any Legal Aid NSW office.

RIGHT TO INFORMATION OFFICER, LEGAL AID NSW

323 CASTLEREAGH STREET, SYDNEY NSW 2000

or PO BOX K 847 , HAYMARKET NSW 1238

or DX 5 SYDNEY.

You may contact the Right to Information Officer at Legal Policy by telephone at 02-9219- 5701.

General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au

Office use only

Date application received:

GIPA Act Access Application Reference: