

APPLICATION FOR ACCESS TO DOCUMENTS

(Under the Freedom of Information Act 1992, S12)

| DETAILS OF APPLICANT | | | |
|-------------------------------|---------|--------------|-----------|
| Family name: | | | |
| Other names: | | | |
| POSTAL ADDRESS | No.: | Street name: | |
| | Suburb: | | Postcode: |
| Phone numbers (H): | | (W): | |
| Fax number: | | Email: | |
| Name of Organisation/Business | | | |

| | |
|---|---|
| DETAILS OF REQUEST (Tick one box) | <input type="checkbox"/> Personal Information* |
| | <input type="checkbox"/> Non-Personal Information |

* For a definition of "personal information: see NOTES FOR APPLICANT on the reverse of this form.

| |
|--|
| I am applying for access to document (s) concerning: |
| |
| |

| | |
|--|---|
| FORM OF ACCESS (Please tick as appropriate.) | <input type="checkbox"/> I wish to inspect the document(s) |
| | <input type="checkbox"/> I require a copy of the document(s) |
| | <input type="checkbox"/> I require access in another form (<i>Please specify</i>) |
| | |

| | |
|--|---|
| Claim and Declaration (Making a false declaration is an offence) | I declare that all of the details set out above are true and correct. |
| | Signature: _____ Date: _____ |

FEES AND CHARGES

Attached is a cheque/cash to the amount of \$..... to cover the **application fee**. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

In certain cases a reduction in fees and charges may apply – see Schedule of Fees and Charges attached. If you consider you are entitled to a reduction, please submit a request with copies of documents, which address the criteria detailed in the Schedule, and support your application for a fee reduction.

I am requesting a reduction in fees and charges

☐ yes ☐ No
(Please tick appropriate box)

APPLICANT'S SIGNATURE DATE:/...../.....

Notes for Applicant

- Please provide enough information to identify the documents you require access to.
- Photographic proof of identity maybe required.
- *Personal Information means: information or an opinion, whether true or not, and whether recorded in an material form or not, about an individual, whether living or dead:
 - Whose identity is apparent or can reasonably be ascertained from the information or opinion; or
 - Who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.

*Taken from FOI WA ACT Sch 2 (9) Glossary.

- If you are seeking access to document/s on behalf of another person, written authorisation will be required.
- Your application will be dealt with within 45 days after it has been received.