Freedom of Information

Application for access to documents

[Pursuant to the *Freedom of Information Act 1992*, s 12]

# Applicant details

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: |  | | | | Given names: |  | | | | |
| Date of birth (*Optional*) | | |  | | Title: [Mr/Ms etc] | |  | | | |
| Agents/Representative’s name: (*if applicable*) | | | | |  | | | | | |
| Australian postal address: | | | |  | | | | Postcode: | |  |
| Contact number: | |  | | | Reference number: TOMS/OMS/CBS etc: (*Optional)* | | | |  | |

# Details of request Please tick 🗹

|  |  |
| --- | --- |
|  | Personal Documents (incurs no fees and will contain information pertinent to applicant **only**) |
|  | Non-personal documents - (incurs $30.00 application fee and associated charges and may, subject to the Act and/or consultation, contain information regarding third parties.) |

**Describe clearly the documents you wish access to** (include dates, location, subject matter or any other information which would help identify the document). **Please specify actual documents rather than entire files**. Your reason for access (**optional**) may assist in the accurate capture of documents:

|  |
| --- |
| ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………. |

# Form of access Please tick 🗹

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I wish to inspect the document[s] |  | Yes |  | No |
| I require a copy of the document[s] |  | Yes |  | No |

# Fees and charges – Non-Personal Applications

Attached is a cheque/cash/money order 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 charges may apply** *–* see section on fees and charges on page 2. If you consider you are entitled to a reduction in charges, submit a request with copies of documents that address the criteria on page 2 and support your application for a fee reduction.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| I am requesting a reduction in charges | |  | Yes |  | No | [Please tick appropriate box] |
| Reason: | …….……………………………………………………………………………………………………………………………………………………………………………………………………………………………….. | | | | | |

Applicant’s signature: ................................................................................ Date: .......................................

If Applicant has **not** signed this form and an agent is acting on their behalf, a signed and dated statement of authority must be included with application.

**Notes**

# FOI Applications

* Please provide sufficient information to enable the correct document[s] to be identified.
* With the exception of individuals currently in the custody of the Department, applications to access or amend personal information of an applicant must be accompanied by proof of identification documentation.
* If you are seeking access to a document[s] on behalf of another person, the agency will require authorisation, usually in writing.
* Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
* The *Freedom of Information Act 1992* is available for purchase from the State Law Publisher, 10 William Street, Perth (telephone +61 8 6552 6000).
* Freedom of Information queries for the Department of Justice should be directed to [foi@justice.wa.gov.au](mailto:foi@justice.wa.gov.au) or +61 8 9264 9538 or +61 8 9264 1124.

# Forms of access

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

# Fees and charges

* No fees applicable for access applications relating to personal information and amendment of personal information.
* No charges applicable for applications for access to or amendment of personal information.
* An application fee of $30 is applicable for all access applications relating to non-personal information.
* No fees applicable for internal or external review applications.
* A fee of $30 per hour of staff time may be applied for dealing with a non-personal application.
* Photocopies may be charged at the rate of 20 cents per copy for non-personal applications.
* Actual cost to the agency charged for postage, special arrangements for access and for specialized access such as reproductions and the like may be imposed for non-personal applications.
* A 25% reduction of charges for non-personal applications may be applied for financially disadvantaged applicants or those in receipt of Health Benefits.

# Lodgement of applications

Applications may be lodged –

|  |  |
| --- | --- |
| * By post, addressed to:  Freedom of Information Department of Justice GPO Box F317 PERTH WA 6841 | * In person, addressed to:  Freedom of Information Department of Justice Level 2, Gordon Stephenson House 140 William Street PERTH WA 6000 |
| * By facsimile: +61 8 9481 8504 | * By email: [foi@justice.wa.gov.au](mailto:foi@justice.wa.gov.au) |