Western Australia Police Force
Freedom of Information Application

(Pursuant to the *Freedom of Information Act 1992* (WA)

Applicant Details

SURNAME		GIVEN NAME/S
DOB	PHONE	EMAIL
AUSTRALIAN POSTAL ADDRESS		
SUBURB		POSTCODE
AGENT NAME AND CONTACT DETAILS		

Application Type *(choose one)*

☐ **Access to personal information** (no fee) - A request for access to documents containing your personal information only; can include your name, identifying details, contact information, personal images or other identifying matter.

OR

☐ **Access to non-personal information** ($30.00 application fee, additional charges may apply) - A request for access to documents containing information that is not limited to your personal information only; can include police actions, circumstantial information, and information regarding third parties subject to the Act and/or consultation.

Document Description *(include dates/locations/reference numbers, if applicable)*

Access Method (*choose one of the following forms of access)*

☐ Electronic delivery	☐ Post	☐ Collection	☐ Other, *please specify*:

APPLICANT'S SIGNATURE	**DATE**	**ID ATTACHED** ☐

Office Use Only	Receipt No:	Date of Receipt:

Information collected by the WA Police Force via this form will be used to suitably address your enquiry. This may include linking the submitted information to WA Police Force core systems. Information in WA Police Force core systems may be used in the performance of law enforcement functions or shared with other government agencies to support their legislative functions. WA Police Force will manage all data collected in line with our Privacy Statement. The WA Police Force Privacy Statement can be viewed at www.wa.gov.au/police.

INFORMATION RELATING TO FREEDOM OF INFORMATION (FOI) APPLICATIONS

If you require assistance with your application, please contact the Western Australia Police Force Public Access unit on (08) 6229 5900 or by emailing freedom.of.information@police.wa.gov.au.

Please provide as much information as possible to enable the identification of relevant documents and refrain from using descriptive terms that are all encompassing such as 'all documents relating/pertaining to'.

A valid application will be processed as soon as possible (and, in any case, within 45 days after it is received or an extended timeframe agreed upon with the applicant).

The *Freedom of Information Act 1992* (WA) is freely available to download or purchase via the following website: www.legislation.wa.gov.au.

Forms of Access

You may request access to documents in many ways including by inspection or requesting a copy of a document. Other methods of access are available.

Where WA Police Force are unable to grant access in the form requested, access may be given in another form.

Fees and Charges

PERSONAL INFORMATION:	No fees or charges are applicable for access applications requesting (only) the personal information of the applicant.
NON-PERSONAL INFORMATION:	$30.00 application fee required at the time of lodgement. Payment of application fees can be in the form of cheque or money order made payable to the Commissioner of Police. If lodging in person, EFTPOS or cash payment options is also available. This fee cannot be waived and is required to make a valid application. Additional charges may apply for dealing with the application, postage, reproduction of documents or specialised access arrangements. Additional charges may be waived if the applicant is impecunious and able to provide evidence to substantiate this claim.

No fees are applicable for an internal or external review.

Identification / Authority

Proof of ID is required before any documentation is released. This can be in the form of a Driver's Licence, Passport, Centrelink document or other form of photo identification.

If you are seeking access to document/s on behalf of another person or organisation, a signed and dated statement of authority must be included with the application.

If you are seeking access to documents relating to a deceased party, proof of closest/nearest relative status may be requested.

Lodgement of Applications

By post:	In person:
Manager (Freedom of Information) Public Access WA Police Force Locked Bag 20 Perth Business Centre WA 6849	Manager (Freedom of Information) Public Access WA Police Force Level 5 Westralia Square 141 St Georges Terrace PERTH WA 6000