Government of **Western Australia**
Department of **Justice**

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 or 61 8 9264 1600 or 61 8 9264 1711.

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

- By facsimile: +61 8 9481 8504

- In person, addressed to:
  Freedom of Information
  Department of Justice
  Level 2, Gordon Stephenson House
  140 William Street
  PERTH WA 6000

- By email: foi@justice.wa.gov.au