



APPLICATION TO ACCESS GOVERNMENT INFORMATION (INCLUDING PERSONAL INFORMATION)

Details of Applicant

Surname: _____ **First Name(s):** _____

Preferred Title: Mr / Dr / Mrs / Ms / Miss *(please circle)* **Other:** _____

Name of organisation you are applying on behalf of: _____

Address for Correspondence: _____

Email Address: _____

Contact Numbers: A/H: _____ Mobile: _____
B/H: _____ Fax: _____

Preferred Method of Contact: *please tick box(es)*

<input type="checkbox"/> Telephone	<input type="checkbox"/> Mail
<input type="checkbox"/> Facsimile	<input type="checkbox"/> Email

Privacy: The *Information Act* requires you to supply your name and an address for correspondence. Additional contact details will assist the organisation to deal with your application. Personal information supplied in the course of an application may be used or disclosed in order to deal with the application and any review or complaint arising from the application.

Information Sought

Name of the organisation holding the information *eg. NT Police, Education, etc:* _____

Information you want to access. *Please provide as much detail as you can about the type of information you want, eg. dates created, location, subject matter, who was involved, etc. If you are specific, the organisation should be able to deal with your application promptly.*

Form of Access

(please tick box)

<input type="checkbox"/>	I wish to examine the information	<input type="checkbox"/>	I require a copy of the information
<input type="checkbox"/>	I require access in another form <i>(please specify):</i>		

(Access may be given in a different form where the organisation is unable to grant your specific request.)

Application Fee

<p>If you are prepared to limit your application only to documents that contain your personal information, there is no application fee and processing fees are more limited.</p> <p>If you don't want to limit your application to your personal information, you will have to pay a \$30 application fee or you may apply for a waiver or reduction of fees.</p>	<input type="checkbox"/>	(please tick only one box)
	<input type="checkbox"/>	I limit my application to documents that contain my personal information OR
	<input type="checkbox"/>	I attach a \$30 <i>cheque / money order / receipt for cash</i> for the application fee OR
	<input type="checkbox"/>	I attach an <i>Application to Waive/Reduce Fees</i> form

Processing Fees

<p>Whether or not your application is limited to only documents that contain your personal information, you may be required to pay a processing fee. The processing fees are set out in the Regulations.</p> <p>If you are required to pay a processing fee, the organisation may give you a statement estimating the processing fee. You may also be required to pay a deposit.</p> <p>Processing fees may be waived or reduced in limited circumstances.</p>	<p style="text-align: right;">(please tick box)</p> <p><input type="checkbox"/> I understand that before I obtain access to information I may be required to pay processing fees.</p> <p>(tick if you are seeking to have processing fees waived or reduced.)</p> <p><input type="checkbox"/> I attach a completed <i>Application to Waive/Reduce Fees</i> form.</p>
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Identification

<p>The organisation must be satisfied as to your identity. This is usually done by viewing a drivers licence, passport or some other card or document that identifies who you are.</p> <p>Applying by post/fax: Attach a copy of the identification document to this application form. (The copy will be destroyed upon the organisation being satisfied as to your identity).</p> <p>Applying in person: If you are applying in person to an official who knows you, they may be willing to certify your identity in the space provided at the end of this form. Alternatively, please produce a form of identification for the official to sight.</p>	<p>If the organisation needs more information to satisfy itself about your identity, it will contact you</p> <p>(Tick if you lodging your application by post or fax)</p> <p><input type="checkbox"/> I have attached a photocopy of a document that identifies who I am.</p>
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Assistance

If you need help, or are unable to complete this application form please contact the Information Manager of the relevant organisation prior to lodging the application form via the Government Switchboard on 8999 5511.

Declaration

I certify that all the information supplied by me concerning this application is complete and accurate. If any information may be considered to be untrue or misleading in any respect, I understand that the organisation may take such action as it believes necessary, including the disclosure of the information to any person or body the organisation considers has a legitimate interest in receiving it and I consent to such disclosure. I accept that the information provided by me in this application may also be disclosed to other persons and/or bodies where such disclosure is required by law.

SIGNATURE 

Date: _____

Notes to the Applicant

What information can you request?

The *Information Act 2002* (the Act) gives you the right to apply for access to government information held by a public sector organisation (as defined under section 5 of the Act). The public sector organisation is not to be concerned about, or take into account, the reasons that access is being sought. Access can be provided in whole or in part, deferred, or can be refused on the grounds that the information is exempt under the Act; access would unreasonable interfere with the operations of the organisation; the information cannot be identified, found or does not exist; the information is not held by the organisation; its release breaches the privacy of a third party.

What the public sector organisation must do when it gets your request?

Respond within 30 calendar days, or require more time to make a decision. If you are not notified within this time, the public sector organisation is taken to have refused your application. (Where a third party needs to be consulted, an extension of time may be necessary.) The organisation can request additional details to those specified in the application to more particularly identify the information to which access is being sought and/or seek an extension of time.

Office Use Only:

Reference / Request Number:	_____
Date Application Received:	_____
Application Fee Received:	Yes / No (please circle)
Satisfied as to Identity of Applicant:	Yes / No (please circle)
Basis for Satisfaction of Identity:	_____
Receiving Officer's Name: (please print)	_____
Signature of Receiving Officer:	_____