Freedom of Information Application for access to documents
[Pursuant to the Freedom of Information Act 1992, s12]

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 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 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 section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents that address the criteria on the back of this form and support your application for a fee reduction.

I am requesting a reduction in fees and 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.

Freedom of Information Application form
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 9321 7688).
- Freedom of Information queries for the Department of Justice should be directed to 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

- By facsimile: +61 8 9481 8504

- In person, addressed to:
  
  Freedom of Information
  Department of Justice
  Level 24, David Malcolm Justice Centre
  28 Barrack Street
  PERTH WA 6000

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