



# 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.

## 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](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 24, David Malcolm Justice Centre  
28 Barrack Street  
PERTH WA 6000
- By facsimile: +61 8 9481 8504
- By email: [foi@justice.wa.gov.au](mailto:foi@justice.wa.gov.au)