



APPLICATION FOR ACCESS TO DOCUMENTS

(Under the Freedom of Information Act 1992, S12)

DETAILS OF APPLICANT			
Family name:			
Other names:			
POSTAL ADDRESS	No.:	Street name:	
	Suburb:		Postcode:
Phone numbers (H):		(W):	
Fax number:		Email:	
Name of Organisation/Business			

DETAILS OF REQUEST (Tick one box)	<input type="checkbox"/> Personal Information*
	<input type="checkbox"/> Non-Personal Information

* For a definition of "personal information": see NOTES FOR APPLICANT on the reverse of this form.

I am applying for access to document (s) concerning:

FORM OF (Please tick as appropriate.)	<input type="checkbox"/> I wish to inspect the document(s)
	<input type="checkbox"/> I require a copy of the document(s)
	<input type="checkbox"/> I require access in another form (<i>Please specify</i>)

Claim and Declaration declaration is an offence)	I declare that all of the details set out above are true and correct.	
	Signature:	Date:

FEES AND CHARGES

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.

APPLICANT'S SIGNATURE **DATE:**/...../.....

Notes for Applicant

- Please provide enough information to identify the documents you require access to.
- Photographic proof of identity maybe required.
- *Personal Information means: information or an opinion, whether true or not, and whether recorded in an material form or not, about an individual, whether living or dead:
 - Whose identity is apparent or can reasonably be ascertained from the information or opinion;
or
 - Who can be identified by reference to an identification number or other identifying particular such as a fingerprint, retina print or body sample.

*Taken from FOI WA ACT Sch 2 (9) Glossary.

- If you are seeking access to document/s on behalf of another person, written authorisation will be required.
- Your application will be dealt with within 45 days after it has been received.