



## Government Information (Public Access) Act 2009 ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on (02) 9286 7724 or visit our website at [www.ocg.nsw.gov.au](http://www.ocg.nsw.gov.au).  
Note to legal representatives: Where applying on behalf of a client for access to their personal information, please provide written authorisation from your client to handle their GIPA application and also include certified copies of your client's ID.

### 1. Your details

Surname:

Title:  Mr  Ms

Other names:

Postal address:

Postcode

Day-time telephone:

Facsimile

Email:

*The questions below are optional and the information will only be used for the purposes of providing better service.*

Place of birth:

Main language spoken

Aboriginal or Torres Strait Islander :  Yes  No

Do you have special needs for assistance with this application?

I agree to receive correspondence at the above email address.

### 2. Proof of identity

*Only required when an applicant is requesting information on their own behalf.*

**When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any one of the following documents:**

Australian driver's licence  Current Australian passport  
with photograph, signature and current address

Other proof of signature and current address details

**3. Government information**

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the agency may refuse to process your application.

Are you seeking personal information?  Yes  No

**4. Form of access**

How do you wish to access the information?

- An email containing the information
- A letter containing the information
- Inspect the information in person
- Access in another way (please specify)

**5. Application Fee**

I attach payment of the **\$30 application fee** by:  cheque

(Note: The Office of the Children's Guardian prefers EFT payment. please do NOT send cash by post)

money order made payable to Office of the Children's Guardian

Electronic Funds Transfer (EFT) payment details:

Name: Office of the Children's Guardian  
 Bank: Westpac Banking Corporation  
 BSB: 032-001  
 Account: 174359  
 Reference: GIPA - [applicant's name]

Electronic Funds Transfer (EFT) payment

**6. Disclosure log**

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this?  Yes  No

**7. Discount in processing charges**

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

**AND / OR**

Special benefit to the public – please specify why below:

Applicant's signature: .....

Date: .....

Please post this form to:

Right to Information Officer  
NSW Office of the Children's Guardian  
Locked Bag 5100  
Strawberry Hills  
NSW 2012

*General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)*

**Office use only**

Date application received: .....

File reference: .....