# 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.kidsguardian.nsw.gov.au.

## 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
   with photograph, signature and current address

☐ Current Australian passport

☐ 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          ☐   Inspect the information in person

☐   A letter containing the information           ☐   Access in another way (please specify)

## 5.    Application Fee

I attach payment of the **$30 application fee** by ☐ cheque ☐ money order made payable to Office of the Children's Guardian.
(Note: please do NOT send cash by post)

## 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

*General information about the GIPA Act is available by calling the Office of the Information Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: www.oic.nsw.gov.au*

*Office use only*

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## 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

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