

# Government Information (Public Access) Act 2009 Access Application Form



February 2019

Please complete this form to apply for formal access to information held by Service NSW under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact us on **13 77 88** or [governanceand\\_risk@service.nsw.gov.au](mailto:governanceand_risk@service.nsw.gov.au)

## Your Details

Name (family name, given name):  Title:

Company Name:

Postal address:

State:  Postcode:  Daytime telephone number:

Email:

I agree to receive correspondence at the above email address.

## 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 any one of the following documents:*

- Australian driver's license (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address details

If mailing the application: provide a certified copy of the proof of identity means that your proof of identity must be verified (that is, signed and dated) by an authorised person (Justice of the Peace, doctor, teacher, pharmacist, legal practitioner, Postmaster - Australia Post).

## Application fee and processing charges

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

- cheque (enclose a cheque made payable to Service NSW)
- money order (enclose a money order made payable to Service NSW)
- Cash (can be made at Service NSW Service Centres - do not send cash by post)
- Credit Card (can be made at Service NSW Service Centres)

*I understand that I may be asked to pay additional processing charges.*

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Are you seeking personal information?    Yes            No

Please describe in detail the information you would like to access to allow the record(s) to be identified.

**Note:** *Your request does not have to be any particular form. For example:*

- *You could ask a question (eg how much money has Service NSW paid to X for services provided in relation to Y)*
- *You could ask for particular documents (eg any report received by Service NSW from X concerning Y in the last 12 months)*

*However, your application is not valid until you provide enough details to enable Service NSW to identify the information you are seeking. You can only apply for access to information that is contained in records that are currently held by Service NSW. Service NSW cannot be required to create a new document in order to respond to your application but may, if it is more administratively convenient, decide to do so (eg, create a summary document rather than copy all of the source documents).*

**Note:** *You should supply any additional information that you feel will support your claim for access to the documents/ information.*

## Form of access

*How do you wish to access the information?*

- Inspect the document
- A copy of the document(s)
- Access in another way (please specify)

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## Consultation

Service NSW may be required to consult with third parties before deciding your application. Please indicate in the boxes below whether you consent to the release of the following information to any third parties. This information will assist any third party to understand why you are seeking information.

Your name and/or company name: Yes      No

The reason why you are making this application: Yes      No

Do you agree to the third party obtaining your telephone number/email to contact you personally? Yes      No

## Disclosure log

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

Do you object to this? (please tick one) Yes      No

**Note:** You will be contacted and given a further chance to object before the document(s)/information is placed on the Disclosure Log.

## Privacy Statement

Service NSW is subject to the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002* which requires us to comply with Information and Health Privacy Principles.

Your personal information is being collected to process your application for information pursuant to Part 4, Division 1 of the *Government Information (Public Access) Act 2009*. Service NSW may use your personal information for the purposes of processing your application within the agency.

Service NSW is required to collect personal information directly from the individual unless the individual has authorised collection of the information from someone else. Service NSW will not disclose your personal information without your consent unless authorised by law. Your personal information will be held by Service NSW.

You have the right to access and correct the information in you believe that it is incorrect.

Applicant's signature:

Date:

Please lodge this form at any Service NSW Service Centre or post with the appropriate fee, to:

Service NSW  
GPO Box 7057  
Sydney NSW 2001  
T: 13 77 88  
E: [governanceandrisk@service.nsw.gov.au](mailto:governanceandrisk@service.nsw.gov.au)