

APPLICATION FOR ACCESS TO DOCUMENTS

Under Western Australian Freedom of Information Act 1992, Section 12

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Instructions: Please print using dark pen (black preferably) in the spaces provided.

1. APPLICANT DETAILS

Surname			
Given Names			
Australian Postal Address			
		Post Code	
Telephone	Mobile		
Email			
Name of Organisation/Business			
	<i>If you are acting on behalf of another person/organisation, written authorisation from this person/organisation will be required.*</i>		

2. REQUEST DETAILS

Please indicate whether documents are:

Personal

Non Personal (\$30 application fee applies)

(Please tick appropriate box)

Personal - Information about yourself, eg. details of employment, material in personal records.

Non Personal - Information you are seeking is not directly about you.

Please provide as much information as possible to identify the documents i.e location, subject matter.

Please specify actual documents rather than entire files. Your reason for access (optional) may assist locating documents.

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

Continued:

Specify Dates	From	To

3. FORM OF ACCESS

Please indicate form of access required:

Inspection Printed Copy Electronic Copy
 (Please tick appropriate box)

4. FEES AND CHARGES

Attached is a cheque/cash/money order/credit card payment for the amount of \$30.00 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 applicable.

I declare that all of the details set out above are true and correct.

Signature Date

OFFICE USE ONLY

FOI File Reference	
Received On	
Deadline for response	

*** Proof of Identity (if applicable)**

Type		
Sighted By (Officer)	Print Name	Signature