



# Formal Access Application (Formerly an FOI application) Government Information (Public Access) Act 2009 (GIPA)

Please print in BLOCK LETTERS with a black or blue pen

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) 8753 8400 or visit our website at [www.facs.nsw.gov.au](http://www.facs.nsw.gov.au).

Please mark relevant boxes with a  If you need more room to answer any questions, please include details on a separate page and attach it to this form.

Application number	T File number	Client reference number
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Your details

Title	<input type="text"/>		
Mr, Mrs, Ms, Miss			
Last name or family name	<input type="text"/>		
Given name (s)	<input type="text"/>		
Unit/House number	<input type="text"/>	Street/Avenue	<input type="text"/>
Town/Suburb	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Date of birth	<input type="text" value="DD / MM / YYYY"/>		

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

What is the main language you speak at home?  English  No give details

In what country were you born?

Are you of Aboriginal or Torres Strait Islander Origin?  Yes give details  No

- Aboriginal
- Torres Strait Islander
- Aboriginal and Torres Strait Islander

## Proof of identity

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

- Australian Driver's Licence - with photograph, signature and current address
- Current Passport
- Other - proof of signature and current address details (e.g. Health Care Card, Pensioner Concession Card)



### 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 per 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(s).

- Are a holder of a Pensioner Concession Card or Health Care Card
- A full-time student
- Are a non-profit organisation (including a person applying for or on behalf of a non-profit organisation)
- Financial hardship – please attach supporting documentation (e.g. Health Care Card, Pensioner Concession Card).
- Special benefit to the public give details

### 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.

**Please note that this does not apply to your own personal information**

Do you object to this?  Yes give details  No

### Signature

Full name (please print)

Applicant's Signature

X

Date

DD / MM / YYYY

### Where do I lodge this form?

You can lodge this form by mailing it to:

**Right to Information Unit  
Housing NSW  
Locked Bag 4001  
Ashfield BC NSW 1800**

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](http://www.oic.nsw.gov.au)

### Office Use Only

Date application received

DD / MM / YYYY

File reference