



## Application fee

Attach payment of the **\$40 application fee** made payable to the Department of Family and Community Services by cheque or money order only.

## Discount in application fee

Some applicants may be entitled to a 50% reduction in their application fee.

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

## Authorising a person/agency to act on your behalf

Complete this section **ONLY** if you are authorising someone to act on your behalf

Name of person / agency acting on your behalf

### Address of person / agency acting on your behalf

Unit/House number  Street/Avenue

Town/Suburb  Postcode

Phone  Mobile

Email

I authorise the persons/agencies named above to act on my behalf in matters concerning my internal review.

I know that I can change my mind and stop my consent at any time by writing or telling the Department of Family and Community Services (FACS) unless there is a current legal order in place.

Full name (please print)

Signature

Date

## Where do I lodge this form?

You can lodge this form by mailing it to:

**Right to Information Unit  
Department of Family and Community Services  
Locked Bag 4028  
Ashfield NSW 2131**

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

**Office  
Use  
Only**

Date application received

DD / MM / YYYY

File reference