



Informal Request for Information 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 an informal release of information under the *Government Information (Public Access) Act 2009* (GIPA Act). The Department of Family and Community Services (FACS) reserves the right to ask you to lodge a formal access application if the work involved exceeds our 2 hour limit of processing time.

If you need help in filling out this form, please contact the Right to Information Officer on (02) 9716 2662 or visit our website at 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.

Please indicate the type of information you are seeking:

- Housing
 Child Protection
 Ageing and disability

If applicable:

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

Your details

Title

Mr, Mrs, Ms, Miss

Last name or family name

Given name (s)

Unit/House number Street/Avenue

Town/Suburb Postcode

Phone Mobile

Date of birth DD / MM / YYYY Email

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)

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 informal request for information.

I know that I can change my mind and stop my consent at any time by writing or telling FACS unless there is a current legal order in place.

Full name (please print)

Signature

Date

Information requested

What sort of information are you seeking?

Personal give details

Non-personal give details

Please note that FACS has imposed a strict 2 hour limit of processing time free of charge to process your request. Therefore it is important that you describe the information you would like to informally access, in enough detail to allow us to identify it.

Signature

Full name (please print)

Applicant's 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.

Office Use Only

Date application received

File reference