



Government Information (Public Access) Act 2009 Access Application

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 ISJO Office on 02 4232 3200 or visit our website at www.isjo.org.au

1. YOUR DETAILS

Surname: _____ Title: Mr/Ms _____

Other Names: _____

Postal Address: _____ Postcode: _____

Day-time Telephone: _____

Email: _____

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

Place of Birth _____ Main Language spoken _____

Aboriginal or Torres Strait Islander Yes No

Do you have special needs for assistance with this application?

I agree to receive correspondence at the above email address Yes No

2. 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 a *certified copy* of any one of the following documents:

Australian driver's licence with photograph, signature, current address <i>(copy attached)</i>	<input type="checkbox"/>	Current Australian passport <i>(copy attached)</i>	<input type="checkbox"/>	Other proof of signature and current address details <i>(copy attached)</i>	<input type="checkbox"/>
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3. GOVERNMENT INFORMATION

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the Commission may refuse to process your application.

Are you seeking personal information? _____

4. FORM OF ACCESS

How do you wish to access the information?

Inspect the document(s)

A copy of the document(s)

Access in another way (please specify) _____

5. APPLICATION FEE

I have sent the payment of the **\$30 application fee** by cheque / money order (circle one).

(Note: please do NOT send cash by post)

For alternate payment methods please contact our office.

6. 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. Do you object to this? Yes No

7. DISCOUNT IN PROCESSING CHARGES

You may be asked to pay a charge for processing the application (\$30 / 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:

Financial hardship – please attach supporting documentation (e.g. a pension or Centrelink card).

**AND /
OR**

Special benefit to the public – please specify why: _____

Please lodge your completed form via email to info@isjo.org.au
or via mail to: ISJO, PO Box 148, Kiama NSW 2533