

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 Right to Information Officer on 02 9285 8606 or visit our website at www.odpp.nsw.gov.au.

1. YOUR DETAILS

Surname: _____ **Title:** **Mr** **Ms**

First names: _____

Postal address: _____ **Postcode:** _____

Day-time telephone: _____ **Facsimile:** _____

Email: _____

I agree to receive correspondence at the above email address.

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:

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 and current address

Other proof of signature and current address details

Current Australian passport

Office of the Director of Public Prosecutions

Level 17, 175 Liverpool Street
SYDNEY NSW 2000
Locked Bag A8,
SYDNEY SOUTH NSW 1232
DX 11525 SYDNEY DOWNTOWN

Phone + 61 2 9285 8606
Fax + 61 2 9285 8600
TTY + 61 2 9285 8646

odpp.nsw.gov.au

ABN 27 445 689 335

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, we may refuse to process your application.

Are you seeking personal information? **Yes** **No**

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

If your application is deemed valid/partially valid, you will be charged an initial processing fee of \$30.

An invoice will be issued by our Office and sent to the email or postal address provided in part 1 of your application. Additional processing fees may be charged depending on the type of request.

If your application is deemed invalid, you will not be charged the above fee.

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 (eg a pension or Centrelink card).

AND / OR

Special benefit to the public – please specify why below:



Applicant's signature _____

Date _____

You can lodge this form via:

Email at gipa@odpp.nsw.gov.au

Post:

**The Right to Information Officer
Office of the Director of Public Prosecutions (NSW)
Locked Bag A8
Sydney South NSW 1232**

In person:

**Office of the Director of Public Prosecutions (NSW)
Level 17, 175 Liverpool Street
Sydney NSW 2000**

Details of ODPP regional offices for lodgment please refer to www.odpp.nsw.gov.au

General information about the GIPA Act is available from the Information and Privacy Commission NSW on freecall 1800 472 679 or website: www.ipc.nsw.gov.au

OFFICE USE ONLY

Date application received _____

GIPA Act Access Application Reference _____

