

# APPLICATION FOR ACCESS TO DOCUMENTS

Under Western Australian Freedom of Information Act 1992, Section 12

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**Instructions:** Please print using dark pen (black preferably) in the spaces provided.

## 1. APPLICANT DETAILS

Surname			
Given Names			
Australian Postal Address			
		Post Code	
Telephone	Mobile		
Email			
Name of Organisation/Business			
	<i>If you are acting on behalf of another person/organisation, written authorisation from this person/organisation will be required.*</i>		

## 2. REQUEST DETAILS

Please indicate whether documents are:

Personal

Non Personal (\$30 application fee applies)

(Please tick appropriate box)

*Personal - Information about yourself, eg. details of employment, material in personal records.*

*Non Personal - Information you are seeking is not directly about you.*

*Please provide as much information as possible to identify the documents i.e location, subject matter.*

*Please specify actual documents rather than entire files. Your reason for access (optional) may assist locating documents.*

**I am applying for access to document(s) concerning:**


**Continued:**

<b>Specify Dates</b>	From	To

**3. FORM OF ACCESS**

Please indicate form of access required:

Inspection       Printed Copy       Electronic Copy   
 (Please tick appropriate box)

**4. FEES AND CHARGES**

**Attached** is a cheque/cash/money order/credit card payment for the amount of \$30.00 to cover the application fee.

I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges, if applicable.

I declare that all of the details set out above are true and correct.

Signature       Date

**OFFICE USE ONLY**

FOI File Reference	
Received On	
Deadline for response	

**\* Proof of Identity (if applicable)**

Type		
Sighted By (Officer)	Print Name	Signature