



FOI request application form

Access to documents under the *Freedom of Information Act 1982 (Cth)* (FOI Act)

Privacy statement

Personal information you provide in this form will be used for the purposes of processing your Freedom of Information (FOI) request. The [OAIC Privacy Policy](#) outlines the personal information handling practices of the OAIC and how we will manage your personal information.

We will use the information you provide to assess your FOI request. If there is a review of the FOI decision, we may need to disclose some of your personal information to the review body; for example to a court or tribunal.

Before making your FOI request

Do you have the correct agency?

Before you make an access request to the OAIC, please note the OAIC does not hold documents of other agencies, nor of agencies from other Australian States and Territories or other jurisdictions. We may not be the correct agency which holds the documents.

Before completing this form, please visit [Documents the OAIC does not hold](#) to ensure you have the correct agency. This page also provides guidance on how to reach the appropriate agency if needed.

If you are seeking documents held by another agency, such as police, medical, health or immigration records, you should make your request to the appropriate agency directly.

Your particulars * denotes required fields

Title (eg Ms, Mr, Sir, Dr, other)

Optional

Family name / Pseudonym*

Given name(s)

Preferred method of correspondence*

Email

Postal

Email address

Postal address

Phone number

Request details

Administrative access

Where you make an FOI request, and if the documents can be released to you without the formality of an FOI request and decision, we need your permission to do so. Please tick the box below, if you agree to us releasing documents to you administratively, where we can do so.

☐ **Yes**, I want administrative access to the documents ¹

¹ In some cases the OAIC may decide to process the request as an FOI request rather than providing access through administrative release. We will contact you if we decide to do this.

Description of documents

Do you require copies of documents you may have already provided to us, or we have previously sent to you?

Yes No



Removing these documents from your request will reduce how long it takes us to process the request.

Do you agree to remove the family names of OAIC staff members below SES level, and staff contact details, from your FOI request?

Yes I agree to remove family names of OAIC staff below SES level and staff contact details (roles or titles of those officers will remain in the documents)

No I do not agree to remove these details from the documents.

Details of your FOI request – describe the documents you want

The more detail you provide about your request, the quicker we may be able to identify documents and process your request.



Sample wording: I require access to documents under the FOI Act relating to:

- *Provide details of specific documents, or subject matter, including titles, or other details*
- *Reference numbers*
- *I require material about xx*
- *I do not require material about xx*

If you are seeking documents about an existing OAIC matter or case file, please include the relevant OAIC reference number(s)

Documents required * Required field

Do the documents contain or relate to your personal information?

Yes No

Date Range

If you know the date range of the documents please insert the dates below

Documents dated **from:** (dd/mm/yyyy)

Documents dated **to:** (dd/mm/yyyy)

Delivery of documents

Do you wish to receive the documents via email?

☐ Yes Please email the documents

☐ No Please post the documents to my postal address outlined above.



Generally, documents will be emailed unless you advise otherwise.

Are you seeking documents about another person? If so you will need to provide their recent and written consent with this form.

Your details

No signature is required if this form is submitted via email. However, if you are seeking your own or someone else's personal information, we may contact you to confirm your identity before we process your request.

Signature

Please insert signature or name text in the box below Date (dd/mm/yyyy)

How to submit this form

☐ Attach this form and any required third party consent, and **email** the form and any attachments to: FOI@oaic.gov.au

or

☐ **Post** the form to:

Office of the Australian Information Commissioner
The FOI Coordinator
GPO Box 5288
Sydney NSW 2001.

What happens next

We will acknowledge receipt of your FOI request within 14 days and will provide you with an FOI reference number. We will also advise you of our next steps and whether we require any further information from you.

Further information about the FOI process is available at Freedom of information requests to the OAIC

END OF FORM