

## APPLICATION FOR ACCESS TO DOCUMENTS

Attention:  
Administrative Law Officer  
GPO Box 1141  
Brisbane QLD 4001

### 1. Applicant's Details

Name in full:	<input type="text"/>		
Preferred title: (Mr, Mrs, Miss, Ms, Dr, etc)	<input type="text"/>		
Postal Address:	<input type="text"/> ..... ..... .....Post Code:		
Telephone Numbers:			
Business	<input type="text"/>	Home:	<input type="text"/>
Facsimile	<input type="text"/>		

### 2. Application Fee

For access to non-personal affairs documents, a fee of \$36.00 is to accompany this application.

### 3. Charges

Processing charges may also be applicable. You will be notified if charges are incurred and supplied with a detailed statement together with applicable appeal mechanisms.

### 4. Form of Access

I wish to inspect documents	<input type="checkbox"/>
I require copies of the documents	<input type="checkbox"/>
Other (Please specify)	<input type="text"/>

**5. Details of Request**

In the space provided below please describe the documents as fully as you can. If you need more space please attach a separate sheet. If you are requesting access to personal affairs documents, please provide:

- the name they are held in; and/or
- any other identifying information that will assist to process this request (for example, date and place of birth).

In accordance with the provisions of the FOI Act, I request access to, or amendment of, the following documents:


**6. Signature of Applicant**

It is an offence under the Freedom of Information Act to provide false or misleading information to gain access to another person's personal affairs.

Signature of Applicant	<input type="text"/>
Date:	<input type="text"/>

**Talk to the Administrative Law Officer**

If you would like any further assistance contact the Administrative Law Officer on (07) 3237 9975. This officer can help you with your FOI Application and also provide advice in relation to FOI matters.

The Department is collecting personal information on this form for the purpose of processing your freedom of information application under the *Freedom of Information Act 1992*. You are not required to supply telephone numbers, but they will assist if the Department needs to contact you about your application. Your personal information will only be used for the purpose for which it was collected and will not be disclosed to any person, body or agency except where required by law.