



# Freedom of Information Act 1991

## Request for Information

### Where to send this form

If you are uncertain as to the Department, Minister, Authority or Council which is holding the information you are seeking, or you require assistance in completing this form please contact the FOI Officer in the Department, Authority or Council which you believe is holding the information.

To:	<input type="text"/>		
<b>Applicant's Details</b>			
Surname:	<input type="text"/>	Title:	<input type="text"/>
Given Name/s:	<input type="text"/>		
Postal Address:	<input type="text"/>		
Telephone:	<input type="text"/> Business	<input type="text"/> Home	<input type="text"/> Mobile
Email:	<input type="text"/>		
<b>Request Details</b>			
Does the request relate to your own personal affairs?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If "yes" what is your date of birth?	<input type="text"/>		
Do you wish to be supplied with a copy of the document(s)?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<b>Or</b>			
Do you wish only to inspect the document(s)?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

### Request

Please complete the section overleaf detailing the information requested so that the Department, Minister, Authority or Council will be able to identify the information in its records.

(If there is insufficient room in the space provided please attach details).

## Details of the Information Requested

## Fees

I understand that a charge may be made for the reasonable costs incurred in searching for the record and supplying a copy of the information or for making arrangements to view a record or for providing a written transcript of information or for supervising inspection of any material. (Please refer notes below on Fees.)

Applicants Signature:

Date:

## Notes

### Where to send this form:

Send the Request to the Department, Minister, Authority or Council which you believe holds the information you require.

### Who may use this form:

Any person may request access to or copies of information which is held by a Tasmanian Government Department or a Minister or by a Local Council or by a range of Public Authorities that fall under the *Freedom of Information Act 1991*. The use of this form is not mandatory but it includes the details the holder of the information may need to process the request including contacting you to clarify the request.

### Additional requirements:

To protect your privacy or the privacy of third parties you may be requested to provide additional information to confirm your identity if you are seeking access to personal information or certain business related information.

### Fees:

The maximum fee for personal information is \$100 and for other information is \$400. Fees may be reduced or waived under certain circumstances. If you think you may be eligible please contact the FOI Officer in the Department, Authority or Council to which you are applying.

## Office use only

Received:	Date:	FOI reference no:
Acknowledgement sent:		Estimated charge: \$