



### APPLICATION TO ACCESS GOVERNMENT INFORMATION (including Personal Information)

**DETAILS OF APPLICANT** \*Please complete BOTH PAGES of this form. Please use BLOCK letters and write clearly.

|  |            |                             |       |
|--|------------|-----------------------------|-------|
| <b>Surname:</b> _____  |            | <b>First Name(s):</b> _____ |       |
| <b>Preferred Title:</b> Dr / Mr / Mrs / Ms / Miss <i>(please circle)</i>   |            | <b>Other:</b> _____         |       |
| <b>Name of Organisation:</b> <i>(if applicable)</i> _____  |            |                             |       |
| <b>Postal Address:</b> _____<br>_____  |            |                             |       |
| <b>Email Address:</b> _____  |            |                             |       |
| <b>Contact Numbers:</b>  | A/H: _____ | Mobile:                     | _____ |
|  | B/H: _____ | Fax:                        | _____ |
| <b>Preferred Method of Contact:</b>  |            |                             |       |
| <input type="checkbox"/> Telephone <input type="checkbox"/> Mail <input type="checkbox"/> Facsimile <input type="checkbox"/> Email   |            |                             |       |
| <p><b>Privacy:</b> The <i>Information Act</i> requires you to supply your name and an address for correspondence. Additional contact details will assist Treasury in processing your application. Personal information supplied in the course of an application may be used or disclosed in order to process the application and any review or complaint arising from the application.</p> |            |                             |       |

**INFORMATION SOUGHT** \*Please be as specific as possible, to assist us in readily identifying the information sought (include date created, location, subject matter, who was involved etc.).

|  |
|--|
| <b>Name of the public sector organisation/or agency holding the information:</b> |
| <b>Details of information you want to access:</b>                                |

**FORM OF ACCESS** \*Please tick box. Access may be given in a different form where Treasury is unable to grant your specific request.

|  |  |   |
|--|--|---|
| <input type="checkbox"/> I wish to examine the information | <input type="checkbox"/> I require a copy of the information | <input type="checkbox"/> I require access in another form |
|--|--|---|

**APPLICATION FEE** \*Please tick only one box.

|  |   |
|--|---|
| <p>If the application relates to access to your <u>personal information</u> only, there is no application fee and processing fees may be of a lesser amount.</p> <p>If the application is not limited to your <u>personal information</u> only, and includes government information, you will have to pay a \$30 application fee or you may apply for a waiver or reduction of fees.</p> | <p>I limit my application to documents that contain my personal information only <input type="checkbox"/></p> <p style="text-align: center;"><b>OR</b></p> <p>I attach a \$30 <i>cheque / money order / receipt for cash</i> for the application fee <input type="checkbox"/></p> <p style="text-align: center;"><b>OR</b></p> <p>I attach an <i>Application to Waive/Reduce Fees</i> form <input type="checkbox"/></p> |
|--|---|

## IDENTIFICATION

Treasury must be satisfied as to your identity. This is usually done by viewing your driver's licence, passport or other document(s) that identifies who you are.

**Applying in person:** If you are applying in person to an official who knows you, they may be willing to certify your identity in the "Office Use Only" part of this form. Alternatively, please produce a form of identification for the official to sight.

**Applying by post/fax:** You will need to attach a certified copy of the identification document to this application form.

I have attached a certified copy of a document that identifies who I am.

Treasury may contact you if additional information is required to validate your identity.

## ASSISTANCE AND LODGEMENT

This application form can be lodged in person, via Email: [foi.ntt@nt.gov.au](mailto:foi.ntt@nt.gov.au), Facsimile: (08) 8999 6150, or by mail: Information Officer, Northern Territory Treasury, GPO Box 1974, DARWIN NT 0801. A fee of \$30 must accompany this application if the request is for government information. Payment can be made at a Receiver of Territory Monies (RTM). Treasury has a RTM located on the 4<sup>th</sup> floor, Cavenagh House, 38 Cavenagh Street, Darwin. If you need help, or are unable to complete this application form, please contact the Information Policy Officer on telephone (08) 8999 6800.

## DECLARATION

I understand that before I obtain access to the information sought in this application, I may be required to pay processing fees. I certify that all the information supplied by me concerning this application is complete and accurate. If any information may be considered to be untrue or misleading in any respect, I understand that Treasury may take such action, as it believes necessary. This includes the disclosure of the information to any person or body Treasury considers has a legitimate interest in receiving it and I consent to such disclosure. I accept that the information provided by me in this application may also be disclosed to other persons and/or bodies where such disclosure is required by law.

**APPLICANT'S SIGNATURE** \_\_\_\_\_

Date: \_\_\_\_\_

## NOTES TO THE APPLICANT

### Processing Fees

If your application is limited to documents that only contain your personal information, you may be required to pay a processing fee as set out in the Regulations.

If you are required to pay a processing fee, Treasury will give you an estimate of the processing fee and seek your agreement before proceeding further with the application. You may also be required to pay a deposit. Processing fees may be waived or reduced in limited circumstances.

### What information can you request?

The Information Act (the Act) gives you the right to apply for access to government information (including personal information) held by Treasury (as defined under section 5 of the Act). Treasury is not to be concerned about, or take into account, the reasons that access is being sought. Access can be provided in whole or in part, or deferred. Access can be refused on the grounds that the information is exempt under the Act; that it would unreasonably interfere with the operations of Treasury; the information cannot be identified, found or does not exist; the information is not held by Treasury; or, its release breaches the privacy of a third party.

### What must Treasury do when it gets your request?

Treasury must respond within 30 calendar days of receiving and validating your application. Where a third party needs to be consulted, an extension of time may be necessary. Treasury can request additional details to those specified in the application to more particularly identify the information to which access is being sought and/or seek an extension of time.

### Office Use Only

Reference / Request Number: \_\_\_\_\_

Date Received & Method of Receipt: \_\_\_\_\_

Specify Attachments: \_\_\_\_\_

Application Fee Received: Yes / No

Satisfied with Applicant's Identity: Yes / No (please circle)

Basis for Satisfaction of Identity: \_\_\_\_\_

Receiving Officer's Name: \_\_\_\_\_

Signature of Receiving Officer: \_\_\_\_\_