



**APPLICATION TO CORRECT PERSONAL INFORMATION**

**DETAILS OF APPLICANT** \*Please complete BOTH SIDES 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 (please circle)		<b>Other:</b> _____	
<b>Name of Organisation:</b> (if applicable) _____			
<b>Postal Address:</b> _____ _____			
<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	
<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.			

**DETAILS OF INITIAL APPLICATION** \*If applicable.

<b>Agency you Applied to:</b>	_____
<b>Reference Number:</b>	_____
<b>Type of Information Sought:</b>	_____
<b>Date of Application:</b>	_____

**INFORMATION TO BE CORRECTED** \*Please provide sufficient details. If insufficient space, please attach a separate sheet of paper.

<b>Name of agency holding the personal information:</b> .....
<b>The document(s) described below contain(s) my personal information:</b> ..... ..... .....
<b>The personal information in the document(s) that needs correcting is as follows:</b> ..... ..... .....
<b>The reason(s) why I claim the personal information is inaccurate, incomplete or out of date:</b> ..... ..... .....
<b>I request that the personal information be corrected in the following manner:</b> ..... ..... .....

## 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: [nttreasury@nt.gov.au](mailto:nttreasury@nt.gov.au), Facsimile: (08) 8999 7150, or by mail: Information Officer, Northern Territory Treasury, GPO Box 1974, DARWIN NT 0801. If you need help, or are unable to complete this application form, please contact the Information Officer on telephone (08) 8999 7605.

## DECLARATION

I understand that I may be required to pay processing fees, before my personal information is corrected. I certify that all the information supplied by me concerning this application is complete and accurate. 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, or where Treasury considers these other persons/bodies to have a legitimate interest in receiving it, and I consent to such disclosure.

**APPLICANT'S SIGNATURE** 

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

## NOTES TO APPLICANT

### Processing Fees

You may be required to pay a processing fee as set out in the Regulations to have your personal information corrected. 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 personal information can you correct?

The *Information Act* (the Act) gives you the right to apply to Treasury for the correction of your personal information if you believe that it is inaccurate, incomplete or out of date. Treasury can make the correction requested in this application, refuse the application, or make a correction different from this application. If you are of the opinion that the information as corrected is inaccurate, incomplete or out of date, you are entitled to request that a statement to that effect is placed with the corrected personal information. Treasury is not required to correct personal information that is historical only.

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

Treasury is required to respond within 30 calendar days, or request more time to make a decision. Treasury may transfer the application if another public sector organisation holds the personal information, or the information originated from and is more closely related to the operations of another public sector organisation.

## Office Use Only

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

Date Application Received: \_\_\_\_\_

Satisfied as to the Identity of the Applicant: \_\_\_\_\_

Yes / No (please circle)

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

Receiving Officer's Name: (please print) \_\_\_\_\_

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