

# Government Information (Public Access) Act 2009

## ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the Government Information (Public Access) Act 2009 (GIPA Act). If you need help filling out this form, please email the Information and Privacy Officer at [informationofficer@tag.nsw.gov.au](mailto:informationofficer@tag.nsw.gov.au) or visit our website at [www.tag.nsw.gov.au](http://www.tag.nsw.gov.au).

### Applicant/client details

Surname:	Given names:	Title:
Postal Address:		Postcode:
Day-Time Telephone:	Email Address:	

I agree to receive correspondence at the above email address.

*The questions below are optional and the information will only be used for the purposes of providing better service.*

Date of Birth:	Main language spoken:

Aboriginal or Torres Strait Islander:
Yes                      No
If you have special needs for assistance with this application, please give details:

Type of Applicant (Select from the following):		
Member of the Public	Media Representative	Member of Parliament
Legal Representative (please enclose a signed authority from the client authorising NSW TG to release documents to you)		



NSW Trustee  
& Guardian

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

## Proof of identity

When seeking access to your personal information, an applicant must provide proof of identity in the form of a copy of any one of the following documents:

Current Australian passport	Other proof of signature and current address details
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Australian driver's license with photograph, signature and current address
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## Information sought

Are you seeking access to your own/your client's personal information?

Yes	No
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Does your application include a request for the personal information of persons other than you/your client?

Yes	No	(we may remove any third party personal information from the records)
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Are there current legal proceedings relevant to your request for information?

Yes	No
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Please describe the information you are seeking in enough detail to allow us to identify it.

*Note: If you do not give enough details about the information, we may be unable to assist you.*

Date Range:		Details:
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To assist us in processing your application, please tell us why you would like this information:

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**Consultation**

The agency may be required to consult with third parties before deciding the application. For the purposes of consultation, please indicate if the agency can disclose the following information about you to third parties:

Your name and/or company name

Your reason for making this application

**Form of access**

How do you wish to access the information?

Inspect the document(s)

A copy of the document(s)

Access in another way  
(please specify below:)

**Payment of Application Fee** (please do not send cash by post)

I attach payment of the **\$30 application fee** by way of:

Cheque

Money Order

EFT Transfer (please provide proof of payment)

Account Name: BSB: 032-001 Account No: 101088 Reference: Your Name/GIPA

**Further processing charges**

You may be asked to pay a further charge for processing your application (at the rate of \$30 per hour.) You will be advised in writing if any such further processing charges are payable. You will also be advised of how you may apply for a 50% reduction in such processing charges.

**Disclosure log**

If the information you have asked for is released to you and would be of interest to other members of the public, details about your application may be recorded in our 'disclosure log'. The disclosure log is published on our website.

Do you object to this?

Yes

No

**Declaration and Privacy**

I understand it is an offence to give false or misleading information.

I declare that to the best of my knowledge the information I have given is true and correct.

I understand that NSW TG collects my personal information to respond to my access application, ensure accountability, and for planning and reporting purposes.

I understand this information is used and stored by NSW TG in accordance with NSW Privacy legislation and I can access further information about the NSW TG Privacy Policy at [www.tag.nsw.gov.au](http://www.tag.nsw.gov.au)

Applicant's signature:	Date:

**Please post this form (with payment)**

NSW Trustee & Guardian

Locked bag 5115

PARRAMATTA NSW 2124

or BY EMAIL to: [informationofficer@tag.nsw.gov.au](mailto:informationofficer@tag.nsw.gov.au)

**Office use only**

Date application received:	
GIPA Act Access Application Reference:	