

## PRIVACY POLICY ATTACHMENT 4: APPLICATION TO ACCESS INFORMATION

- This form is to be used to request access to private information, either to view or to obtain copies.
- You will be charged a processing fee of \$40 for access, which includes up to one hour's processing time. Additional processing time will be charged at \$10 per quarter hour. We will advise you before supplying materials of any additional charge
- You must provide Proof of Identity with this form.

### Part A: Applicant details

Surname	<input type="text"/>	Phone (Home)	<input type="text"/>
First name	<input type="text"/>	Phone (Work)	<input type="text"/>
Street address	<input type="text"/>	Phone (Mobile)	<input type="text"/>
Suburb	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Email	<input type="text"/>		

### Part B: Documents requested

- Please list the specific documents you wish to access
- Supply adequate details to enable documents to be identified
- Indicate with a tick next to each document if you wish to view it or obtain a copy. (Documents will be provided as printed copies unless you request otherwise.)

Document description	View only	Receive a copy
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>	<input type="checkbox"/>	<input type="checkbox"/>

Enclosed is \$40 to cover the Application Fee and one hour's processing, which I understand is non-refundable.

Proof of Identity is attached with this form

Applicant's signature:

Date: