



Access Application Form

Government Information (Public Access) Act 2009

Please complete this form to make a formal access application for government information held by Multicultural NSW under the *Government Information (Public Access) Act 2009* (GIPA Act).

If you are requesting information held by a local council or government agency other than Multicultural NSW, you should refer to their website for details on how to apply to them directly.

1. Applicant details

Title

First Name

Surname

Organisation / person being represented

Postal Address 1

Postal Address 2

City

State

Postcode

Email

Mobile

I agree to receive correspondence at the above email address

I agree to the release of my name to third parties

2. Information requested

Are you seeking personal information?*

Yes

No

Please describe the information you would like to access in enough detail (minimum 150 words) to allow us to identify it. If you do not provide enough details, we may be unable to process your application.

Date range of requested information.

Please specify the start and end dates for the information you are seeking.

Start Date

End Date

3. Proof of identity

When seeking access to personal information, we will need to establish your identity before providing you with any information. If this applies to you, please attach a certified copy of one of the following:

Australian Driver Licence

Current Australian Passport

Other photo identification

A certified copy requires an authorised person (Justice of the Peace, Police Officer, or Notary Public) to sight your original document and verify that the photocopy is true and accurate by stamping, signing and dating the photocopy, and adding a statement such as *"This is certified to be a true copy of the original document"*.

This is required if you are requesting your own personal information or the personal information of the person you are representing.

If you are completing this form on behalf of someone else, please also attach evidence of your authorisation to do so.

4. Form of access

We will provide you with an electronic copy of the information.

5. Disclosure log

Details of information which is released and would be of public interest may be recorded.

If you object to this, you will be asked to supply reasons before your application is finalised:

I object. Please state your reason

I do not object

6. Application fee

An application fee of \$30.00 is required by the GIPA Act section 41(1)(c). The fee must be paid for the application to be valid.

Multicultural NSW accepts payment through electronic funds transfer (EFT).

Please make your payment by EFT to:

Account Name: **Multicultural NSW Operating Account**

BSB: **032-001**

Account Number: **203711**

When paying by EFT, please quote **'GIPA, Your Name'** as your payment reference. Applicants are asked to confirm their payment has been made by emailing accountsreceivable@multicultural.nsw.gov.au.

7. Processing fee

In addition to the application fee, you may be charged \$30 per hour after the first hour to process your application. If you are requesting personal information, the first 20 processing hours are free of charge.

Some applicants may be entitled to a 50% reduction in the processing fee. Decisions on discounts will not be made until the Notice of Decision is being finalised. If you wish to apply for a discount, please indicate the relevant reason below:

Financial hardship – please attach supporting documentation
(e.g. Pensioner Concession card issued by the Commonwealth)

Not-for-profit organisation – please attach supporting documentation

Full-time student – please attach supporting documentation

Special benefit to the public – please attach supporting documentation

8. Lodgement

Your application can be lodged by emailing this completed form, together with any supporting documentation to email address info@multicultural.nsw.gov.au.

Multicultural NSW will contact you within five working days of receiving your application and continue to keep you informed as your application is processed. Please note, the application fee of \$30 is required to make your application valid.

If you have any questions, please contact info@multicultural.nsw.gov.au.