



Office of State Revenue
NSW TREASURY
ISO 9001-Quality Certified
ABN: 77 456 270 638

Application for Access under the Freedom of Information Act (NSW) Section 17

OSR 037 – 10/09

NOTE:

- Print clearly in the boxed spaces and tick the appropriate boxes
- Post application to FOI Officer, Office of State Revenue, GPO Box 4042, SYDNEY NSW 2001

Details of applicant

Surname	
Given names	
Australian postal address	
	Postcode
Phone number(s) ()	

Details of application

I request access to document(s) concerning:

These documents do / do not contain information about my personal affairs. (Please tick whichever applies.)

Form of access (please tick the appropriate box)

I wish to inspect the document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require a copy of the document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require access in another form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other ➤ <i>please specify</i>		

Fees and charges

Attached is a cheque/money order/cash to the amount of \$30 to cover the application fee. **(Please do not send cash through the mail.)**

I understand that I may be required to pay an advance deposit or a processing fee in respect of this request and that I will be supplied with a statement of charges if appropriate.

Note: In certain cases, a **50 per cent reduction in fees and charges** may apply – see the section on fees and charges on the back of this form. If you consider you are entitled to a reduction, send a request with copies of supporting documents with this form.

I am requesting a reduction in fees and charges	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Applicant's signature	Date / / 20
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Requests for access to an agency's documents

- Applicants need to provide sufficient information to enable the correct document/s to be identified, though agencies are obliged to help you with your application.
- If you are seeking documents relating to your personal affairs the agency may request **proof of your identity**.
- If you are seeking a document(s) on behalf of another person relating to their personal affairs, the Office of State Revenue (OSR) may ask you to submit a consent form signed by that person.
- A request will be dealt with as soon as practicable (and, in any case, within 21 days) after it is received.
- An agency, on receiving an FOI application, may assist the applicant to direct the application to another agency or transfer the application to another agency as appropriate.

Forms of access

Various forms of access are available depending on the form in which the information is stored. They include:

- inspection of the documents
- copy of the documents
- arranging to hear and/or view audio and/or visual images
- transcript of recorded documents
- transcript of words recorded in shorthand or encoded form
- document produced from computerised information.

Where an agency is unable to grant access in the form you requested, you may be given access in a different form.

Application fees and processing charges

The **application fee is \$30**. A cheque / money order / cash for this amount **must be sent** to OSR with the request for access.

Processing charges may also apply for dealing with the application. For personal requests **no processing charges** will be payable for the first 20 hours. For non-personal requests processing charges of \$30 per hour will apply from the very first hour. A schedule of fees and charges is available from the FOI Officer.

A **50 per cent reduction in fees** will be granted to holders of Pensioner Health Benefit Cards or those with equivalent incomes and to children. Non-profit organisations may also be able to demonstrate financial hardship and receive a similar reduction. In addition, where a **demonstrated public interest** is involved a similar reduction may apply.

Where **significant correction of a personal record(s)** results from an FOI request, provided the error was not due to the person's fault, a 100 per cent refund of all fees and charges will be granted.

Refusal to process requests

Sections 22, 25 and 26 of the Freedom of Information Act explain the circumstances under which an agency may refuse or defer access to information.

For further information

Should you require further information regarding your application, please contact the OSR's FOI Officer on (02) 6354 7130 or email foi@osr.nsw.gov.au

PRIVACY STATEMENT

The information in this form is required by the Office of State Revenue to determine your application. The information may be disclosed to third parties with your consent or as required or permitted by law. You may review or correct any personal information provided by you by contacting OSR.

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