

b. The type of documents (e.g. internal memos, emails)

c. The time period / date range you would like us to search within (e.g. September 2011 - June 2012)

d. Relevant document reference numbers (if known)

e. Where you think the documents may be located (e.g. facility, business area, unit, person)

f. Any other details you believe will assist us in dealing with your application Note: Include additional information that the agency requires in the space provided or as an attachment to your application (e.g. date of birth will assist in locating relevant files to distinguish you from someone with the same name)

7. Preferred access type (tick one):

Note: Your preferred access type may not be available. If you choose to access documents by email, CD, DVD or inspection, there will be no charge for this access.

- Inspect document/s Photocopy of document/s (charges may apply) Document/s sent to me by email
 Copy of the document/s on DVD Copy of the document/s on CD

Note: Information that is released following an application under the RTI Act, and is not the applicant's personal information, may be published in an online disclosure log. See privacy notice.

8. Evidence of identity

If you are seeking access to documents that contain personal information either in relation to you or on behalf of another person, you must provide evidence of your identity with this application or within 10 business days of making this application in order for your application to be processed. If you are seeking documents on someone's behalf, both parties must provide evidence of their identities. (If you are not seeking any personal information, you are not required to provide evidence of your identity.)

Applying:

by post — attach a **certified copy** of your identification document to this application form.

in person — produce the original identification document for the RTI officer to sight.

by email or fax — post or present a **certified copy** of the identification document to the relevant agency to which you are applying for information. (A certified copy is considered valid if it is witnessed by a lawyer or notary public, a commissioner for declarations or a justice of the peace or in the case of a prisoner, a corrective services officer. 'refer note below')

Note: Documents that provide sufficient evidence of identity include:

- Current driver's licence
- Identifying page of current passport
- Birth certificate
- Copy of a prisoner's identity card certified by a corrective services officer
- Statutory declaration of an individual who has known the applicant for at least one year (A declaration template can be downloaded at www.court.qld.gov.au/forms).

9. Financial hardship

Concession card holders - Application for financial hardship must be made in writing to the relevant agency. If you hold a valid concession card, and you are seeking a waiver of processing and access charges, you must show RTI officer your card (or attach a copy of the card to your application).

Note: *Not all concession cards are accepted. Please contact the RTI officer to be sure your card qualifies.*

Non-Profit organisations - If you have **financial hardship status**, you must provide the RTI officer with a copy of the notice from the Office of the Information Commissioner showing that financial hardship status has been granted.

Note: *If you are a non-profit organisation and have sought financial hardship status under the RTI Act, do not submit this application until you have advice from the Office of the Information Commissioner about whether financial hardship status has been granted. If financial hardship status is granted, this status will remain current for one year from the date of the Information Commissioner's decision, unless there is a substantial improvement in your organisation's financial circumstances.*

10. Payment of application fee

Please confirm with the agency you're applying to how you should pay your application fee.

Declaration

Privacy Notice: The information you provide on this form will be used by the agency you have applied to, to deal with your application as set out in the *Right to Information Act 2009* or the *Information Privacy Act 2009*.

If you have applied under the RTI Act to a department or Minister only: Once the department or Minister receives your valid application, the date you applied and what you are applying for will be published online in their disclosure log. If the department or Minister gives you access to a document, and if the document contains no personal information about you, the document will be published online in the department or Minister's disclosure log, along with your name and, if another person, company or body will use or benefit from the documents sought, the name of that person, entity or body. The department or Minister may remove some information from the document before it is published—for example, information that may be defamatory.

If you have applied to an agency other than a department or Minister, documents which do not include your personal information may be published on a disclosure log.

I declare that:

- The information provided in this form is complete and correct
- I have read the privacy notice
- Where applicable, I have attached documents required for the purpose of this application
(*e.g. evidence of identity, authorisation to act on another person's behalf, evidence of financial hardship status*)
- If I cannot attach any required copies of documents, I will provide them to the agency within **10 business days** of making this application
- I have included any relevant application fee/s (*fees are based on the type of application, see section 1*)

I understand that it is an offence to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature

Date

..... / /

Office Use Only

Date received RTI Ref / IP Ref

____ / ____ / ____ _____

Application Fee Received No Yes Date ____ / ____ / ____

Satisfied as to Identity of Applicant No Yes Date ____ / ____ / ____

Identity Document Sighted No Yes Date ____ / ____ / ____

Receiving Officer (print name)

Decision Maker Assigned to Application (print name)
