



Under section 15 of the Freedom of Information Act 1982 (the Act), any person is entitled to apply for access to documents that fall within its scope, that is, Commonwealth government documents after 1970.

A request under the Act must be in writing or Email and state an address in Australia to which notices under the Act can be sent. A request must identify the documents that you wish to see. This form can be used to make a request, if you wish. The Freedom of Information Team can assist you to identify the sort of documents held by the Australian Federal Police. Please provide as much information as possible about the documents you are seeking and a phone number or Email address so you can be contacted, if necessary, to discuss the request.

The information on the form below is used to assist identifying relevant personal information, where requested.

There is a \$30.00 application fee which should accompany the written application. Payment can be made by cheque/money order (in favour of the Receiver of Public Monies). In some circumstances the application fee can be remitted. If you want to ask that the fee not apply to your request, the criteria which the AFP can consider include whether:

- the payment of the fee or a part of the fee would cause financial hardship to the applicant or person on whose behalf the application was made; or
- the giving of access to documents is in the general public interest or in the interest of a substantial section of the public.

You would need to make representations and provide sufficient evidence, in writing, for the FOI Team to consider the claim. Until the application fee for an application is paid, or a decision made regarding an application to remit the application fee, your FOI request cannot be processed.

The FOI Act provides for other fees and charges associated with the processing of the request, for example:

- \$15 per hour for locating documents
- \$20 per hour for decision making and consultation
- 10¢ per page of photocopy
- \$12.50 per hour for supervised inspection

Once an FOI application is accepted, preliminary inquiries will be made and you will be notified of any estimate of the charges associated with processing your request as soon as possible. Your request will not be processed until you respond to any such notification. There is scope to ask that the charges not be imposed, at that point, similar to the arrangements for the application fee described above.

If you need further information, please do not hesitate to contact the FOI Team:

Freedom of Information
Australian Federal Police
GPO Box 401
Canberra ACT 2601

Tel: (02) 6275 7288

Fax: (02) 6275 7289

Email: FreedomOfInformation@afp.gov.au



APPLICANT'S DETAILS

Surname

Given names

Maiden Name

Address Postcode

Postal Address (if different) Postcode

Date of birth Telephone

Email

** If you are seeking access to documents containing your personal information, please include a photocopy of your passport or drivers licence which incorporates a photograph**

APPLICATION DETAILS

Please describe the documents you want as clearly as you can

Date of Incident (if applicable) Time of Incident

Place of incident

Name/s of Police attending

Other details

Please continue on a separate page, if required.

I would like the following documents

Please continue on a separate page, if required.

Please make arrangements for me to inspect the documents

Please send a copy of the documents to my above address

Application fee attached Yes No

Signature Date

PRIVACY STATEMENT: The information you supply on this form will be used only for the purpose for which you have provided it. It will not be disclosed without your consent unless statutory obligations require otherwise.