AFP
AUSTRALIAN FEDERAL POLICE

FREEDOM OF INFORMATION
APPLICATION FORM

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 give details of how notices under the Act may be sent to the applicant. A request must identify the documents that you wish to see. This form can be used to make a request, if you wish.

The Government Relations Information Access 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.

Effective from 1 November 2010, requests to access documents under the Freedom of Information Act are not subject to an application fee. Applications for a review of decisions made under the Freedom of Information Act are also not subject to an application fee.

When a request has been processed, charges may be imposed.

Once a Freedom of Information 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.

Payment of charges can be made by cheque/money order (in favour of the Receiver of Public Monies).

In some circumstances the charges can be remitted. If you want to ask that the charges 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.

The FOI Act provides for 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
- $6.25 per half hour or part thereof for supervised inspection

If you need further information, please do not hesitate to contact the Government Relations Information Access Team:

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

Tel: (02) 6131 6131
Fax: (02) 6132 6082
Email: FreedomOfInformation@afp.gov.au

AFP
AUSTRALIAN FEDERAL POLICE

FREEDOM OF INFORMATION
APPLICATION FOR ACCESS TO DOCUMENTS

APPLICANT DETAILS

Surname *

Given names *

Date of birth* Telephone

Address where notices relating to this request can be sent (postal address or electronic)

IDENTIFICATION *

If you are seeking access to your personal information please include a photocopy of your passport or driver's licence or other form of photographic identification)

*This personal information must be supplied if you are seeking access to personal information.

LEGAL REPRESENTATIVE OR OTHER PARTY ACTING ON BEHALF OF APPLICANT.

Firm

Name

Telephone

Please provide a copy of the authority form to act on behalf of the applicant

Authority to act attached Yes No

APPLICATION DETAILS

Please describe the documents you want as clearly as you can

Date of Incident Time of Incident

Place of Incident

Incident number (if known)

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 send a copy of the documents to the address above Yes No

OR

Please make arrangements for me to inspect the documents 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.