

Sample application form

APPLICATION FOR DOCUMENTS UNDER THE COMMONWEALTH FREEDOM OF INFORMATION ACT 1982

Send to the address of the central or regional office of the agency or Minister in the current telephone directory. You do not have to use this form. A letter containing the same information will do.

Name of agency or Minister:

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Name of applicant:

.....

Your address in Australia to which notices under the Act should be sent:

.....

Phone no. of applicant:(Work)(Home)

Fax no. of applicant:

(The *Freedom of Information Act 1982* does not require an applicant to supply a phone or fax number but doing so will make it easier for an agency to consult you about your application.)

I am applying for the following document/s:

(Give as much information as you can about the document/s, for example the file number or date of the document/s (if you have them) or describe as accurately as you can what the contents of the document/s may be. (If the space below is insufficient - attach a separate sheet.)

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I enclose the \$30 application fee/ I am applying for remission of the application fee on the following grounds:

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Signature of applicant: Date:/...../.....