
Part 1 - FOI applicant details

If you are requesting documents on behalf of someone else, please enter your information here

Title (Mr, Ms, Mrs, Dr etc.):

Family name:

Given name(s):

Postal address:

Phone number:

Email:

Your preferred method for us to correspond with you: Post Email
(mark one or more if applicable)

If you are seeking access to documents relating to your case, please provide your:

Date of birth:
DAY/MONTH/YEAR

Case number (if known/applicable):

If you are requesting documents relating to your case, you must provide photo identification with your request. This helps us protect your privacy.

Part 2 - Details of documents you seek access to

Please describe the documents you wish to access in as much detail as possible to help us identify the documents:

We will provide the material in electronic format where this is available. If you do not wish to receive an electronic copy of the written material (via CD or email), please indicate how you would prefer to access the written material:

Signature:

Date:

DAY/MONTH/YEAR

- **Please complete Part 3, if you are seeking access to documents on behalf of another person**
(for example, you are a migration agent seeking access on behalf of a client)
- **Please complete Part 4, if you are seeking access to documents that relate to a third party**

Part 3 - Authorisation for release of documents to FOI applicant

If you are making this request on behalf of another person, that person must complete this section.

I, (full name of person authorising access) authorise
 (full name of FOI applicant) to access the documents
containing my personal information described in Part 2 on my behalf.

Date of birth: Case number (if known/applicable):
DAY/MONTH/YEAR

Postal address:

Daytime contact phone number:

Signature: Date:
DAY/MONTH/YEAR

Part 4 - Consent for FOI applicant to access third party personal information

If you are requesting access to documents which contain the personal information of another person, we may need to consult that person and seek their views before deciding whether we can provide the documents to you. To assist us to make this decision, you can provide that person's consent for you to access those documents by completing this section.

I, (full name of person consenting to access) consent to
 (full name of FOI applicant) accessing the documents
containing my personal information described in Part 2.

Date of birth: Case number (if known/applicable):
DAY/MONTH/YEAR

Postal address:

Daytime contact phone number:

Are you providing consent on behalf of a child under the age of 18 years? No Yes - Please provide their details below

Child's family name:

Child's given name(s):

Child's date of birth:
DAY/MONTH/YEAR

Are you the child's parent or legal guardian? No Yes

Signature: Date:
DAY/MONTH/YEAR

Information about requests for access to documents under the FOI Act

What is Freedom of Information?

The *Freedom of Information Act 1982* (the FOI Act) gives every person the right of access to documents held by Australian Government agencies. Documents include files, reports, computer printouts, tapes or photographs, microfiche, tape recordings, films or videotapes. Certain types of documents may be exempt from disclosure.

How do I make an FOI request?

You must:

- make the request in writing, using our online FOI form or on this form or in a letter stating that the request is an application for the purpose of the FOI Act;
- provide contact details for us to send correspondence under the FOI Act;
- identify the documents sought; and
- post, email or deliver your request to us.

Do I need to pay fees or charges?

There are no fees or charges when you lodge an FOI request for your information.

Charges may apply if a request is made for information other than your own personal information. If charges are going to be imposed on your FOI request, you will be given written notice about this.

How will the documents be given to me?

If access is granted, our preference is to provide you with an electronic copy (via CD or email) of the documents, where this is possible. If you do not want the documents in an electronic format, please indicate your preference in Part 2 of this form. In most cases, you will be given the documents in the form requested. Copies of hearing recordings will be provided on CD.

Can I make an FOI request on behalf of another person?

You can make an FOI request on behalf of another person. (For example, you are a legal representative or migration agent seeking access on behalf of a client). If so, that person's authorisation must be provided in Part 3 of this form.

What should I do if I want access to information about other people?

If you wish to access documents containing personal information about another person, even if this is your relative, friend or employer, we may need to consult that person before deciding whether we can provide the documents to you. To assist us to make this decision, that person can provide their written consent in Part 4 of this form.

What should I do if I want access to my Department of Home Affairs (department) file?

Where the request for access partially or fully relates to documents held on the department's file, we transfer the request or relevant part of the request to the department for processing. You may wish to lodge an FOI request directly with the department.

What are my review rights?

You will be notified of your review rights if your request is not fully met. If you disagree with our decision about your FOI request, you have the right to request an internal review.

If you are not satisfied with the way we handle your FOI request, and you have not been able to resolve this by contacting the office or officer dealing with your case, you can also make a complaint to the Australian Information Commissioner or the Commonwealth Ombudsman.

You are encouraged to lodge your complaint with us, before lodging your complaint with the Australian Information Commissioner or the Commonwealth Ombudsman.

How to submit this form

Online (registered users only) Using the Tribunal's online system, accessible from the ART website at www.art.gov.au and clicking on the 'Apply online' button.	Email foi@art.gov.au												
By post <table><tr><td>Sydney GPO Box 9955 Sydney NSW 2001</td><td>Brisbane GPO Box 9955 Brisbane QLD 4001</td></tr><tr><td>Melbourne GPO Box 9955 Melbourne VIC 3001</td><td>Adelaide GPO Box 9955 Adelaide SA 5001</td></tr><tr><td>Perth GPO Box 9955 Perth WA 6848</td><td></td></tr></table>	Sydney GPO Box 9955 Sydney NSW 2001	Brisbane GPO Box 9955 Brisbane QLD 4001	Melbourne GPO Box 9955 Melbourne VIC 3001	Adelaide GPO Box 9955 Adelaide SA 5001	Perth GPO Box 9955 Perth WA 6848		By hand <table><tr><td>Sydney Level 6 83 Clarence Street Sydney NSW 2000</td><td>Brisbane Level 6 295 Ann Street Brisbane QLD 4000</td></tr><tr><td>Melbourne Level 4 15 William Street Melbourne VIC 3000</td><td>Adelaide Level 2 1 King William Street Adelaide SA 5000</td></tr><tr><td>Perth Level 13 111 St Georges Terrace Perth WA 6000</td><td></td></tr></table>	Sydney Level 6 83 Clarence Street Sydney NSW 2000	Brisbane Level 6 295 Ann Street Brisbane QLD 4000	Melbourne Level 4 15 William Street Melbourne VIC 3000	Adelaide Level 2 1 King William Street Adelaide SA 5000	Perth Level 13 111 St Georges Terrace Perth WA 6000	
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