| **Freedom of Information (FOI) Application Form** |
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| Please use this form if you want to apply for access to information held by Tourism NT under Freedom of Information (FOI). If you need help filling out this form, or if you have any questions, please contact the Manager of the Information Management Unit on (08) 8999 1789. |
| **How can we contact you about your application?** |
| Title (please tick one) | Ms [ ]  Mrs [ ]  Miss [ ]  Mr [ ]  Dr [ ]  Other [ ]  |
| First name |  |
| Family name |  |
| Phone – Business hours |  | After hours |  |
| Postal address |  |
| Email |  | Fax |  |
| **What information do you want to access?** |
| Please provide as much detail as you can about the information you want to access, for example, dates and times, location, subject matter, who was involved. Attach another sheet of paper with more details if you need to. |
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| **What is your preferred form of access?** (Please tick one). |
| Electronic copy of information, to be sent via email [ ] Hard copy via post (fee of 20 cents per page may apply) [ ] Hard copy via fax (fee of 20 cents per page may apply) [ ] Inspection in person (fee of $25 per hour of inspection may apply) [ ] Other (please specify) [ ]  |
| Other |  |
| **$30 Application fee** |
| If your application is only for records that contain personal information about you, there is no application fee. But if your application is for information that is not about you, or for a mix of non-personal and personal information, you must pay an application fee. In some cases, the fee may be waived or reduced. (Please tick one). |
| I limit my application to records that contain personal information about me (no application fee) [ ] I have attached a receipt\* / $30 cheque / money order / for the application fee [ ] I have attached a completed *Application to Waive or Reduce Fees* form [ ]  |
| \* You can pay the application fee in person or over the phone at any Receiver of Territory Monies or Territory Business Centre and attach the receipt to your application. |
| **Processing fee** |
| A processing fee may be charged to cover the costs of processing your application. If your application is only for records that contain personal information about you, the processing fee is more limited. In some cases, the fee may be waived or reduced. (Please tick one). |
| I understand that I might have to pay a processing fee in relation to my application [ ] I have attached a completed *Application to Waive or Reduce Freedom of Information (FOI) Fees* form [ ]  |
| **Identification** |
| We need proof of your identity before we can accept your application. If you are sending your application via email, post or fax, you can attach a copy of an identification document, for example, a drivers licence, passport or OCHRE card. If you are applying in person, you can show your ID to an official, or they might be able to confirm your identity in some other way. (Please tick one). |
| I attach a copy of an identification document [ ] I would like to prove my identity in another way [ ]  |
| Signed |  | Dated |  |
| **More information** |
| If you are in the Northern Territory, you can submit your application in person at any Receiver of Territory Monies (RTM) office or Territory Business Centre. Applications can also be submitted via email or post to the Manager of the Information Management Unit. If you would like more information, or need help filling out this form, please contact the Manager of the Information Management Unit:t: (08) 8999 1789e: Records.TourismNT@nt.gov.aup: GPO Box 3200, Darwin NT 0801 |
| **Privacy** |
| The *Information Act 2002* (NT) requires you to supply your name and an address for correspondence, as well as sufficient details to identify the information you want. Additional contact details will assist Tourism NT to process your application. Some personal information may have to be disclosed to other people in order to satisfy consultation requirements under the Act and make an informed decision on your application. If you want to discuss privacy issues, please contact the Manager of the Information Management Unit on (08) 8999 1789. |