Please complete this form to apply for formal access to government information under the Government Information (Public Access) Act 2009 (GIPA Act). If you need help in filling out this form, please contact a State Library Right to Information Officer on (02) 9273 1796 or (02) 9273 1433 or visit our website at www.sl.nsw.gov.au/rti/

1. Your details

Surname: .................................................................................................................................. Title: Mr / Ms

Other names: ................................................................................................................................

Postal address: ................................................................................................................................

.................................................................................................................................................. Postcode: ............

Day-time telephone: ................................................. Fax: ..............................................................

Email: ...........................................................................................................................................

Do you have special needs for assistance with this application? ..........................................................

...........................................................................................................................................................

2. Proof of identity

Are you seeking access to your own personal information?  ☐ Yes  ☐ No

If yes, you must provide proof of identity in the form of a certified copy of any one of the following documents:

☐ Australian Drivers Licence (with current address)  ☐ Australian Passport (current)  ☐ Other proof of signature and current address

3. Government information

Please describe the information you would like to access in enough detail to allow us to identify it. Note: If you do not provide enough detail, the State Library of NSW may refuse to process your application.

..........................................................................................................................................................
To minimise processing time and cost, you may wish to limit the scope of your application by clarifying that you are only seeking information contained in certain records held by the State Library of NSW, such as:

**By date:** ........................................................................................................................................................................
(e.g. only records created after X date)

**By type:** ........................................................................................................................................................................
(e.g. only external correspondence sent & received by the State Library of NSW; specific documents)

4. **Releasing your name during third party consultations**

If information is sought that is of a kind that would require consultation with a third party (as required under the GIPA Act), your name may be disclosed to the third party.

Do you object to this?  □ Yes  □ No

If yes, please specify ............................................................................................................................................................

5. **Form of access**

How do you wish to access the information?

☐ Inspect the document(s)  ☐ A copy (paper) of the document(s)

☐ Access in another way (please specify e.g. PDF copy on CD/DVD): ..............................................................................

6. **Application fee**

Please include your application fee of $30 by cash / cheque / money order (circle one) made payable to the Library Council of New South Wales when you post this form or lodge it.

(Note: please do NOT send cash by post)

7. **Discount in processing charges**

You may be asked to pay a charge for processing the application ($30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

☐ Financial hardship – please attach a certified copy of supporting documentation (e.g. a pension card).

    AND / OR

☐ Special benefit to the public – please specify why: ..............................................................................................................

Applicant’s signature: .................................................................  Date: .................................................................

Please post this form or lodge it at: Right to Information Officer, State Library of NSW, Macquarie St, Sydney NSW 2000