

Application to obtain copy from CCTV footage



This form is for use by NSW Police or other law enforcement agency only

1. Officer details

Name and rank of requesting Officer:	
Signature of requesting Officer:	
Name and rank of Case Officer: (if not requesting officer)	
Local Area Command:	
Case Officer email:	
Telephone No:	
Fax No:	
Date of Application:	
Event number:	

2. Incident details

Date of incident:	
Time of incident:	
Location of incident:	
Detail of incident:	

3. Declaration

By signing below you are agreeing to the following:	
i.	I acknowledge that any CCTV footage released to me is the property of the State Library of New South Wales
ii.	I acknowledge that any CCTV footage released to me will only be used for the purposes pertaining to the investigation in relation to Event No:
iii.	I acknowledge that images relating to other persons contained in any CCTV footage released to me will not be used for any other purpose.
iv.	I will not allow copies of any CCTV footage released to me to be reproduced except for court purposes.
v.	I will not show or display any image or release it publicly without the written consent of the State Library of New South Wales.
vi.	I will keep the footage released to me in a locked receptacle when not being utilised.
vii.	I have the authority to make this request and to sign this form on behalf of: <input type="checkbox"/> NSW Police <input type="checkbox"/> Other law enforcement agency If other, print name of agency:
Signature of applicant: _____ Date: _____	

4. State Library of NSW use only

TRIM File number:		
Application assessed by:		
Signature:		Date:
Footage prepared by:		
Signature:		
Format of footage released:	<input type="checkbox"/> DVD/CD <input type="checkbox"/> Hard disk <input type="checkbox"/> Other If other, describe:	
Officer's name and rank: (on receipt of footage)		
Officer's signature: (on receipt of footage)		Date:

Email the completed form to:

Manager, Enterprise Information Services
State Library of NSW
privacy@sl.nsw.gov.au

The personal information on this form is being collected by the State Library of NSW to process an application to obtain copy from CCTV footage and will be managed by authorised State Library staff. Completing this form is voluntary however, if not completed it may not be possible for the State Library to accept and process the application. You have a right to access and amend personal information that the State Library holds about you, subject to any exceptions in relevant legislation. The personal information will be held at the State Library of NSW, Macquarie St, Sydney, NSW 2000. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the Privacy Contact Officer at privacy@sl.nsw.gov.au or 9273 1796.