



When blank, this form is classed as **OFFICIAL**; when filled out, this form is classed as **OFFICIAL SENSITIVE**.

ELECTRONIC ONLY:

Form must be opened in Adobe Reader, Standard or Professional DC to lodge directly via email. (to download the free Adobe Reader version [Click here](#)).

OFFICE USE ONLY	
FOI#	

1. DETAILS OF APPLICANT

Title: Mr Mrs Ms Other Corporation: _____

Surname: _____ First: _____

Australian postal address: _____

Suburb: _____ State: _____ Postcode: _____

Contact numbers: (M) _____ (W) _____ (H) _____

Email: _____

If applying on behalf of someone else:

Their Name: DOB:

Relationship to person:

Note: If your request is on behalf of someone else, our agency requires a General Authority to Act Form and MUST be in writing and signed by all parties. Please attach the form with your application. Refer to Notes on page 3 for more information relating to this and the general Freedom of Information process.

2. INFORMATION TYPE: (Please choose one category - tick appropriate box)

Personal Application - Applications for documents about yourself or amendment to your personal information. No application fee is required, however personal identification must be provided (e.g. copy of your driver's licence or passport) with your request for records outside of an FOI Application. See "What is personal information?" - <https://www.oic.wa.gov.au/en-au/FA020>

Non-personal documents - (incurs \$30.00 application fee and associated charges possibly subject to the Act and/or consultation, containing information regarding third parties.) See "Fees and Charges" - <https://www.oic.wa.gov.au/en-au/FTP015>

3. DOCUMENTS TO WHICH ACCESS IS SOUGHT: (Please give enough information to enable the correct documents to be identified.

4. TIME PERIOD / DATE RANGE OF DOCUMENTS: (If applicable): _____

5. IDENTIFICATION DOCUMENTS

Please provide proof of personal identification with your FOI Application. Documents which contain your personal information will not be provided to you unless the Department can be satisfied with two Proof of Identity types e.g. Drivers Licence, Birth Certificate, Medicare Card or Passport. *To upload your identification refer to Section 11 on page 3.*

6. FORM IN WHICH ACCESS IS REQUESTED: *(Please tick appropriate box for your preferred method)*

I require electronic copied documents.

Preferred email address if different to page 1:

I require printed copies of the documents (may incur a charge).

Preferred postal address if different to page 1:

7. PERSONAL INFORMATION OF THIRD PARTIES: *(Please tick if you give consent)*

I consent to all personal information and prescribed details of third parties being deleted from the requested documents.

Note: Not ticking this box does not automatically result in you receiving a third parties personal information.

Note: Deleting personal information and/or prescribed details such as names, position titles, addresses, telephone numbers, email addresses and signatures, can reduce the time required to seek third party consent to release this information which may expedite the processing of the application.

8. PERSONAL INFORMATION DISCLOSURE: *(Please tick if you give consent)*

I consent to my name being disclosed to any third party that is consulted (as required by sections 32 and 33 of the FOI Act) and who requests to know the identity of the applicant of this FOI application.

Note: Providing this information to third parties who ask for it enables the consultation process to be finalised more efficiently and quickly as third parties are generally more willing to consent to the release of personal and/or business information if they are aware of who the access applicant is.

9. APPLICATION FEE METHOD OF PAYMENT: *(Only applicable for applications for Non-personal information)*

Electronic payment by credit card of the \$30.00 application fee is available through **BPOINT**

Please provide BPOINT receipt number:



It is the applicant's full responsibility to provide the correct credit card details, the payment will be processed only using the information you provide through the BPOINT webpage (link above). Please carefully check the details entered. BPOINT refunds will only be made to the credit card that was used to pay the application fee.

10. FURTHER FEES AND CHARGES: *(Please tick to select then sign)*

I understand that before I obtain access to documents I may be required to pay processing charges in respect to this application and that I will be supplied with a statement of charges if appropriate.

Note: In certain cases a reduction in fees may apply if you are financially disadvantaged or the holder of a pensioner concession card. This discount DOES NOT apply to the \$30.00 application fee.

YES

NO

Notes:

- If you are seeking access to a document/s on behalf of another person, the agency will require authorisation, such as a General Authority to Act Form and MUST be in writing.
- Your application will be dealt with as soon as practicable and within the time specified in the FOI Act (45 days after it is received).
- You can request access to documents by way of a copy of a document, a copy of an audio or video tape, maps and plans, photographs or a transcript of a recorded document. Where the agency is unable to grant access in the form requested, access may be given in a different form.
- Discounts may be available on processing charges in certain cases (this does not include the FOI Application fee). If you are considered financially disadvantaged and/or are the holder of a concession card a reduction in processing charges may apply. Evidence to substantiate this claim must be supplied.
- The *Freedom of Information Act 1992* is available to download from the Parliamentary Counsel's website https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a290.html
- Should you require further information, please refer to the FOI Page on the Department of Education website <https://www.education.wa.edu.au/freedom-of-information>

FOI Application Checklist:

Sufficient information provided to enable the correct document/s to be identified

Proof of your identity provided in accordance with s.29 of the FOI Act. (upload via Proof of ID button)

Authorisation in writing provided, if you are seeking access to a document/s on behalf of another person

Payment of the FOI Application fee has been made for a non-personal application, by BPoint

When you are satisfied your application is ready to submit click on the Submit Form button

DECLARATION

I declare that all the information provided in this application and in documents submitted is true and correct.

APPLICANT'S NAME: _____ **DATE** _____

Upon entering your name in text and date, you have officially signed this form electronically.

Please refer to Section 11 below to complete and submit your application.

11. LODGEMENT OF APPLICATION BY EMAIL SUBMISSION

Once the form is completed please save to a folder on your device, then attach with your Proof of Identification and any other relevant documentation that may assist your application.

FOI.enquiries@education.wa.edu.au



For Further Information

If you have any questions on document types held by the department or making the application, please contact the Information Access Team.

FOI.enquiries@education.wa.edu.au

Ph: 08 9264 4867