FOI APPLICATION FORM  
Freedom of Information Act 1982 – Request for access to documents  

Surname:  
Given Name:  
Address:  Post Code:  
Postal Address (if different):  Post Code:  
Email:  
Telephone Number:  
Fax Number:  

DOCUMENT DETAILS: Please provide a description of the documents you are seeking access to in the space provided below. If you need more space please attach more page(s) as appropriate. There are some helpful tips on describing the documents at the bottom of this form.  

Do you consent to receiving communications regarding your FOI request by email? Yes/No  

Signed :  Date:  

Tips for Requesting Documents  
These tips may assist you in narrowing the scope of documents and as a result make it easier for the Department to identify the documents, speed up the processing of your request and reduce any associated costs with processing your request.  

Timeframes: Are you seeking documents within a specific timeframe. For instance, you could state: “I am seeking access to documents dated between 1 May 2009 through to 1 August 2009”.  

Specific References: If you have a reference number or know the name of the officer who has had dealings with a particular matter, please provide this information. For instance, you could state: “I am seeking access to a referral EPBC2009/555 which is been managed by John Doe”.  

Draft Documents: Do you want draft documents? Often there are several drafts of documents in existence. If you do not specify that you are only after finalised documents these drafts may be included within the scope of your request. For instance, you could state: “I am not seeking access to any draft reports, I am only interested in the final version (or most recent version) of the report”.