



## **Applying for information under the *Government Information (Public Access) Act***

### Applicant factsheet

The Department of Communities & Justice holds information relating to the following functions:

- Corrective Services
- Youth Justice (formerly Juvenile Justice)
- Courts and Tribunals
- Child protection
- Housing
- Disability services.

The department does not hold records relating to the functions of the NSW Police Force or Justice Health. You will need to apply to the respective agency for their records.

If your request relates to current legal proceedings, you may be able to apply to the court for information (e.g. via subpoena). In this case, we may refuse your application.

### **How to make a request for information under the *Government Information (Public Access) Act 2009 (GIPA Act)***

Apply online at: <http://www.facs.nsw.gov.au/about/gipa/right-to-information-policy/chapters/apply-online-to-access-information>

You can also apply in writing. Clearly state that you are requesting information under the *Government Information (Public Access) Act 2009*.

- Enclose the \$30 application fee. If you can provide proof of financial hardship (e.g. Australian pension card), the application fee is \$15.
- Provide your postal address. Include your email address if you have one.
- Clearly describe the information you are seeking.
- Provide a date range for the information you are seeking eg. between 1 January - 31 March 2017.
- If you're requesting Corrective Services records, provide the MIN number, date of birth and the last known location in custody.
- If you are not seeking third-party personal information (ie. information about other people), let us know as this will speed up processing your application. Applications seeking third-party personal information require a 10 working day extension in order to consult third parties.
- If you are applying on behalf of someone else, you must provide that person's written authority for you to make the application on their behalf.

For more information and access to our GIPA application form visit:  
<http://www.facs.nsw.gov.au/about/gipa>