

Access Application



Note:

- Please provide the following details to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). This form is required to make a formal access application to the Office of State Revenue
- If you need help to fill out this form, please contact the Right to Information Officer on (02) 9619 8672 or visit www.osr.nsw.gov.au.

1. Your details

Title	Mr	Ms	Miss	Mrs	Dr	Surname
Other names						
Postal address						
Daytime telephone ()						
Email						

2. Government information

Please describe the information you would like to access in detail:

Note: If you do not give enough information about what it is you want to access, your application may not be processed. More details should be attached if there is insufficient space here to fully explain your requirements.

3. Form of access

How do you wish to access the information?

- Inspect the document(s)
- A copy of the document(s)
- Data on a spreadsheet
- Access in another way (please specify)

4. Application Fee

I attach payment of the \$30 application fee by cheque money order (tick one).
Please do not send cash by post.

Note: No discount is available on an access application fee.

5. Discount of processing charges

You may be asked to pay a fee of \$30 per hour for processing your application. Some applicants may be entitled to a 50% reduction of processing charges on the grounds of personal hardship or because the information sought is of special interest to the public.

If you wish to apply for a discount on the processing charges, please indicate the reason:

financial hardship – attach supporting documentation (copy of a pension, Centrelink or student card), or

a not-for-profit organisation – give details:

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special benefit to the public – please specify why below:

Applicant's signature	Date	/	/	20
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6. Lodgement

Please post this application and application fee to:

The Right to Information Officer
Office of State Revenue
GPO Box 4042
Sydney NSW 2001

General information about the GIPA Act is available by calling the Information and Privacy Commission on free call 1800 472 679 or at its website: www.ipc.nsw.gov.au


Office use only


Date application received	/	/	20
File reference			

Privacy statement

Information collected from you on this form is required by the Office of State Revenue to determine the scope of your application for disclosure of government information. The information collected may be provided to third parties with your consent or as required or permitted by law. The Office of State Revenue will correct or update your personal information at your request.

Contact details

 (02) 9619 8672* (Monday – Friday, 8.30 am – 5.00 pm) *Interstate clients please call (02) 9689 6200
 www.osr.nsw.gov.au  rio@osr.nsw.gov.au  Help in community languages is available.

 Postal address	DX Number
GPO Box 4042, Sydney NSW 2001	DX 456 Sydney

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