# FOI Application Form

## Request for Access to Documents

#### Under Section 13 of the *Freedom of Information Act 1991* (SA)

Please read the fact sheet ‘Requesting access to documents’ available on the University’s FOI website at <https://www.adelaide.edu.au/legalandrisk/ua/media/2517/foi-fact-sheet-requesting-access-to-documents.pdf> before completing and lodging your application.

|  |  |
| --- | --- |
| **Details of applicant** | |
| Surname: | |
| Given names: | |
| Australian postal address: | |
| Suburb: | Postcode: |
| Preferred contact method if the University needs to discuss this application:  Email:  Phone: | |
| To verify your identity, please attach a copy of photo identification. | |
| **Details of documents being requested** | |
| *(Describe the documents you are seeking to access. If you are applying for access to personal information, please provide enough information to assist with identification of documents, e.g., date of birth, previous names etc. Attach more pages if you cannot fit all the information in this box.)* | |
| *Do the documents you have described above contain information about your personal affairs?*  YES / NO*(cross out whichever does not apply)* | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Form of access** | | | | | | | | |
| *(Place a tick in the most appropriate boxes)* | | | | | | | | |
| I wish to inspect the documents | | | | No | | Yes | | |
| I require a copy of the documents | | | | No | | Yes | | |
| I require access in another form | | | | No | | Yes *(If yes, please specify below)* | | |
| *Specify other form of access here if applicable, e.g., transcript of a recorded document.* | | | | | | | | |
| **Fees and charges** | | | | | | | | |
| An application fee of **$42.00** must be submitted along with a completed application form, unless you hold a concession card or are seeking to have the application fee waived on the grounds of financial hardship. In the following section please tick as appropriate: | | | | | | | | |
|  | Is the application fee attached? | | | | | | |  |
|  |  | **Yes** - fee is in the form of: | Cheque | | Cash **1** | | Money order |  |
|  |  | **No** **2** | Paid by credit card  *Inform the ‘Online Shop’ order ID:* | | Concession card  *(attach copy)* | | Request waiver  *(attach evidence of  financial hardship)* |  |
| 1. Do not send cash in the mail.  2. If no fee payment is evident and you do not qualify for a waiver, then this application will not be valid  until the fee has been received by the University of Adelaide. | | | | | | | | |
|  | | | | | | | | |
| Applicant’s signature: | | | | | | | | |
| Date: …….. / …….. / 20…… | | | | | | | | |

#### Notes on lodging this FOI application

For more information on fees and charges, please visit the University’s FOI website at [www.adelaide.edu.au/legalandrisk/freedom-of-information/making-an-foi-request/foi-fees-and-charges](https://www.adelaide.edu.au/legalandrisk/freedom-of-information/making-an-foi-request/foi-fees-and-charges).

**Please send a digital copy of all documents to** [**foi@adelaide.edu.au**](mailto:foi@adelaide.edu.au)**.**

Alternatively, you can post or deliver it (along with payment or supporting documentation) to:

The Freedom of Information Officer

Legal Services Branch

Mitchell Building, North Terrace

The University of Adelaide SA 5005

Please keep a copy of your application for your own reference.

**Office use only**

Received on …….. / …….. / 20……

Acknowledgment sent on …….. / …….. / 20……

Determination sent on …….. / …….. / 20……