

Government Information (Public Access) Act 2009 Informal Access Application Form

Please complete this form to apply for informal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the University Complaints and Information Officer gipa@newcastle.edu.au or visit [our website](#).

1. Your details

Surname:

Other names:

Postal address: Postcode:

Day-time telephone:

Email:

Do you have special needs for assistance with this application?

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☐ I agree to receive correspondence at the above email address.

2. Proof of identity

Only required when an applicant is requesting information on their own behalf.

If you are seeking access to personal information about yourself, you must provide proof of your identity in the form of a *certified copy* of any one of the following documents:

- ☐ Australian driver's licence (with photograph, signature and current address)
- ☐ Passport
- ☐ Current University of Newcastle student card
- ☐ Other proof of signature and current address details

Are you seeking personal information? **Yes** / **No** (circle one)

Please send request to: gipa@newcastle.edu.au

For assistance please call the University Complaints & Information Officer: **4985 4529**.

3. Information

Please describe the information you would like to access in enough detail to allow us to identify it.

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4. Applications to Other Agencies

Have you applied to another agency at any time for substantially the same information?

Yes / No (circle one)

If yes, you must identify the agency, enter details here:

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