



Access application form

Government Information (Public Access) Act 2009

Please complete this form to apply for formal access to information under the *Government Information (Public Access) Act 2009* (the GIPA Act). If you need help filling out this form, please contact the Judicial Commission's Right to Information Officer on (02) 9299 4421 or visit our website at www.judcom.nsw.gov.au.

Note: an access application cannot be made for information that relates to the Judicial Commission's (including the Conduct Division) complaint handling, investigative and reporting functions.

1. Your details

Title: Mr Mrs Ms (select one) Surname:

Other names:

Postal address:

City: Postcode:.....

Day-time telephone: Facsimile:

Email:

The questions below are optional and the information will only be used for the purpose of providing better service.

Place of birth: Main language spoken:

Aboriginal or Torres Strait Islander: Yes No (select one)

Do you have special needs for assistance with this application?

.....

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.

When seeking access to personal information, an applicant must provide proof of 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

Current Australian passport

Other proof of signature and current address

3. Judicial Commission information

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

Note: If you do not give enough details about the information, the Judicial Commission of NSW may refuse to process your application.

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Are you seeking personal information: Yes No *(select one)*

4. Form of access

How do you wish to access the information?

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

5. Application Fee

Payment of the \$30.00 application fee can be made by:

EFT or cheque *(select one, cheques will take 3 days to process)*

EFT details for the Judicial Commission of NSW

BSB: 032-001
 Account No: 202129
 Account Name: Judicial Commission of NSW
 Email for remittances: accounts@judcom.nsw.gov.au

6. Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency’s ‘disclosure log’. This is published on the agency’s website.

Do you object to this? Yes No *(select one)*

7. Discount in processing charges

If you are given access to the information sought, you may be asked to pay a charge for processing the application (\$30.00/hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

Financial hardship — please attach supporting documentation (eg a pension or Centrelink card).

AND/OR

Special benefit to the public — please specify:
.....

Applicant’s signature:

Date:

Please post this form to: **Right to Information Officer**
Judicial Commission of NSW
GPO Box 3634, Sydney NSW 2001

Or email: **judcom@judcom.nsw.gov.au**