

Application for internal review

You may use this form if you have been refused access to information or correction of personal information, or if you want review of a decision to charge a fee. Lodge the completed form with the organisation that handled your initial Application.

Your name and contact details:

Title (please circle): Ms / Mrs / Miss / Mr / Dr / _____ Postal Address: _____

First Name: _____

Family Name: _____

Phone: (B/H) _____ (A/H) _____

Email: _____ Fax: _____

Details of your initial Application

Date you made Application: _____

Reference number provided by organisation (if any): _____

Are you seeking review of (please tick)

- ☐ Decision to refuse access
- ☐ Decision to charge a fee
- ☐ Decision about correction
- ☐ No decision received within time

Name the Organisation that made the decision: _____

Name the person who made the decision: _____

What was the date of the decision: _____

What date did you receive the notice of the decision: _____

Your Application may be refused if it is over 30 days since you were notified of the decision.

Reasons for seeking internal review:

Why are you unhappy with the organisation's decision?

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[illegible]

Reasons continued on a separate sheet (Please circle): **Yes** **No**

Sign Here _____ **Date** ____/____/____

Privacy

More information

For help filling out this form, contact the Information Officer for the organisation that holds the information you want to access or have corrected (for details, contact the Government Switchboard on 8999 5511).