



NT Police, Fire and Emergency Services

Informal Request for Information Application Form (Outside of the *Information Act*)

Contact Us

Information Access Team
PO Box 39764
WINNELLIE NT 0821

Telephone: (08) 8985 8928
police.information@nt.gov.au

Use this form to informally apply for **basic personal information** held by the NT Police, Fire and Emergency Services and is an informal administrative process outside of the *Information Act* (NT). Personal information is information that is about **you**.

This application form is **NOT** to be used when requesting CCTV footage taken from the City Safe Cameras, Motor Vehicle Crash Reports, General Property Insurance Reports, Complete Traffic History Checks, National Police Certificates or OCHRE cards. For further information in relation to your request, please do not hesitate to contact us.

Please send your completed application form including a clear certified copy of your photo ID to the Information Access Team by email or mail. If you submit your form at an NT Police Station, the receiving officer will certify your ID and forward your application to the Information Access Team for you.

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: _____

Describe the Information you Want

Please provide as much detail about the information you want, e.g. dates created, location, subject matter, who was involved. (Attach another sheet of paper with more details, if necessary)

Preferred Form of Access (please tick relevant box)

- Hard copy sent by mail
- Electronic copy sent by email
- Inspection
- Other (please specify) _____

Identification

NT Police, Fire and Emergency Services need proof of your identity before we can accept your application. Satisfactory forms of identification are driver's licence/18+card/passport.

- I attach a copy of certified identification

Sign Here _____ **Date** _____

Privacy

Northern Territory Police, Fire and Emergency Services (NTPFES) is collecting this information to ensure that the correct person is entitled to receive the information requested. This collection is authorised or required by the *Information Act (NT)* and/or the Northern Territory *Police Administration Act*. The information provided on this form is only used to identify the applicant for the purpose of providing the information requested. You have the right to request access to any of your personal information held by NTPFES. For more information, please contact NTPFES by telephone on (08) 8985 8926.

This must be completed by the Receiving Officer before forwarding to the Information Access Team

Date Application Received: _____

Photographic Identification of Applicant Attached: Yes

Receiving Officer's Name & Position (please print): _____

Signature of Receiving Officer: _____