



NT Police, Fire and Emergency Services

Interview a Police Member Application Form

Contact Us

Information Access Team
PO Box 39764
WINNELLIE NT 0821

Telephone: (08) 8985 8929
police.information@nt.gov.au

A request to interview a Police member attracts a fee pursuant to the *Police Administration (Fees) Regulations* of **50 Revenue Units** per half hour or part thereof for each Police member that is interviewed. Revenue Units are governed by the Northern Territory *Revenue Units Act 2009* and are subject to change 1 July each year.

The Northern Territory Department of Treasury and Finance determine the value of a Revenue Unit for all Northern Territory Government Departments.

Please refer to the current Fee Advice located at the below link if you are unsure of the fee associated with this request:

<http://www.pfes.nt.gov.au/Access-to-information.aspx>

This fee must be paid prior to the interview taking place and unfortunately, these fees can **NOT** be waived under any circumstances.

Please send your completed application form including a clear certified copy of your photo ID and proof of payment 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: _____

Details of Request

Please state the name of the Officer/s you wish to interview and the relevant PROMIS or ICAD number/s. Include a brief explanation as to why you wish to interview the Police member/s.

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 / No

Receipt Number: _____ Payment Amount: _____

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

Signature of Receiving Officer: _____

Northern Territory Police,
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Interview a Police Member Payment Options

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Bank Transfer via Internet or Telephone Banking – only within Australia

Our bank details are:

National Australia Bank (NAB)
Account Name: Receiver of Territory Monies (RTM) BSB: 085-461
Account Number: 161610000
Description: Applicant's/Your Name – 131139

You must also attach a copy of the transfer confirmation to this application form and send it to the Information Access Team at NT Police, Fire and Emergency Services.

Credit Card – this is the only method of payment for overseas customers

Credit card payments can be made to the Receiver of Territory Monies (RTM) over the telephone or by email. You must advise the RTM that you are paying for an Interview with an NT Police Member, with the general ledger code **16HBDA02 - 131139** and tax code **N00**. You must also attach a copy of the RTM receipt to this application form and send it to the Information Access Team at NT Police, Fire and Emergency Services.

The RTM can be contacted during office hours on **(08) 8999 1606** or by email RTMDarwin@nt.gov.au

Cheque / Money Order

Cheques and money orders should be made payable to the Receiver of Territory Monies (RTM) and sent with the completed application form to the Information Access Section of NT Police, Fire and Emergency Services.