



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

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**. Should you require Government information or third party information, please complete a Freedom of Information application form.

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 Other _____	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)	
<input type="checkbox"/>	I would like a hardcopy of the information sent to me
<input type="checkbox"/>	I would like an electronic copy sent by email
<input type="checkbox"/>	I wish to examine the information on NT Police, Fire and Emergency Services premises
<input type="checkbox"/>	Other
Identification	
Section 18(3) of the <i>Information Act</i> (NT) stipulates that a public sector organisation must satisfy itself as to the identity of the applicant prior to accepting an application. Satisfactory forms of identification are driver's licence/18+card/passport.	
Sign:	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 <i>Information Act</i> (NT) and/or the Northern Territory <i>Police Administration Act</i> . 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 8930.	
This must be completed by the Receiving Officer before forwarding to the Information Access Team	
Date Application Received:	
Photographic ID of Applicant Attached <input type="checkbox"/>	
Receiving Officers Name & Position (please print):	
Signature of Receiving Officer:	
Contact Us	
Information Access Team PO Box 39764 WINNELLIE NT 0821 Telephone: (08) 8985 8930 police.information@nt.gov.au	