



## State Records NSW

# Formal Access Application

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help in filling out this form, please contact the Governance Team via [governance@mhnsw.au](mailto:governance@mhnsw.au).

You can lodge your access application by emailing your completed application to [governance@mhnsw.au](mailto:governance@mhnsw.au) or by mailing:

Governance Team  
Museums of History NSW  
The Mint  
10 Macquarie Street  
SYDNEY, NSW, 2000

A set of tips on how to prepare your application can be found at <https://www.ipc.nsw.gov.au/checklist-tips-framing-your-information-access-application>

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## 1. Your Details

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Surname:

Title:

Given names:

Postal address:

Postcode:

Day-time telephone:

Email:

I agree to receive correspondence via the above email address.

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

Place of birth:

Main language spoken:

Aboriginal or Torres Strait Islander:

Do you have special needs for assistance with this application: If yes, please provide details:

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## 2. Proof of Identity

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When seeking access to personal information, you must include in your application 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 details

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### **3. Government information**

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

Applications may be refused if not enough detail is provided to adequately describe the information requested.

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### **4. Personal information**

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Are you seeking personal information?

Have you applied, at any time, to another agency for similar information?

If yes, please provide details:

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## 5. Access

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How do you wish to access the information?

Email

Mailed to Postal address

Access in another way (please specify):

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## 6. Application Fee

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Please provide payment of the \$30 application fee by (Please select one of the following):

Bank Transfer / Electronic Funds Transfer (EFT) (preferred method)

Cheque

Money Order

Payment by EFT can be arranged by contacting the Governance Team via [governance@mhnsw.au](mailto:governance@mhnsw.au)

**Please do NOT send cash by post.**

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## 7. Third Party Consultation

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Under section 54 of the GIPA Act, if the information you are requesting contains information about another person, business or agency, we may be required to consult with third parties before deciding your application. The purpose of this consultation is to determine whether the third party has an objection to disclosure of some or all of the information being requested.

Do you provide consent to your identity as an applicant being disclosed to the involved third party:

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## 8. Disclosure log

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Section 25 of the GIPA Act requires State Records NSW to publish information that is released in response to an access application in a disclosure log if State Records NSW considers it likely to be of interest to other members of the public. The disclosure log is published on State Records NSW's website.

You may object to this disclosure on one or more of the following grounds:

The information includes personal information about you (or a deceased person for whom you are the personal representative)

The information concerns your business, commercial, professional or financial interests

The information concerns research that has been, or is being, or is intended to be carried out by or on your behalf

The information concerns the affairs of a government of the Commonwealth or another State (and you are entitled to act on behalf of that government agency).

If you object to disclosure, State Records NSW will consider if you are entitled to object and if so, whether the objection outweighs the general public interest in including this information in the disclosure log. Do you object to the disclosure of details about your application being recorded in State Records NSW's disclosure log?

Under Part 5 of the GIPA Act, you have the right to request a review of our decision to include information in our disclosure log. Information on your review rights are available [here](#).

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## 9. Processing charges

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Dependent on the information requested in your application, you may be asked to pay a charge for processing (\$30/hour).

Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please provide detail:

Financial hardship (please attach supporting documentation (e.g. a pension or Centrelink card);

Special benefit to the public (please provide further detail below):

*Please note that a processing charge cannot be discounted by more than 50% even if both reasons are relevant.*

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## 10. Applicant signature

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Name:

Date:

Applicant signature:

General information about the GIPA Act is available by calling the Information and Privacy Commission on 1800 472 679 or visiting the IPC's website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)