

Applications for information under the *Government Information (Public Access) Act*

Applicant factsheet

The Department of Justice (the department) holds records for a number of agencies including:

- Corrective Services NSW;
- Juvenile Justice;
- NSW Births Deaths and Marriages;
- Courts and Tribunals

For a full list of agencies and types of records held refer to the department's Information Guide:

<http://www.justice.nsw.gov.au/contact-us/access-to-information#Informationaccessguide>

Does the request relate to current legal proceedings?

If so, the department may **refuse to deal** with your application where you are able to apply to the court for the information (eg. via subpoena).

The department does **NOT** hold records relating to the functions of the **NSW Police Force** or **Justice Health**. You will need to apply to the relevant agency for their records.

The department does **NOT** hold **Juvenile Justice (JJ) records for persons born before 1968**. JJ records for persons born before 1968 may be held by the Department of Family and Community Services.

How do I make a valid application under the (*Government Information (Public Access) Act 2009 (GIPA Act)*)?

- Fill out the Department of Justice GIPA application form available at:

<https://www.justice.nsw.gov.au/contact-us/access-to-information>

- Or apply in writing clearly stating you are requesting information under the *Government Information (Public Access) Act 2009 NSW*.
- Enclose the \$30 application fee or (\$15 on proof of financial hardship) eg. Australian pension card
- Provide your postal address and also include your email address if you have one, for faster correspondence.
- Clearly describe the information you are seeking.
- Provide a date range for the information you are seeking eg. between 1 January – 31 March 2017.
- If seeking Corrective Services records provide the MIN number, date of birth **and** the last known location in custody.
- If you are not seeking third-party personal information (ie. information about other people), let us know as this will speed up processing your application. A 10 working day extension applies in order to undertake third party consultation, where that information is specifically requested.
- If you are applying on behalf of someone else, you must provide that person's written authority for you to make the application on their behalf.

For more information and access to our GIPA application form visit:

<http://www.justice.nsw.gov.au/contact-us/access-to-information>