

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

Applicant factsheet

The Department of Justice holds records for a number of agencies including:

- Corrective Services NSW;
- Juvenile Justice;
- NSW Births Deaths and Marriages (BDM);
- 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>

The Department of Justice does **NOT** hold records relating to the functions of the **NSW Police Force** or **Justice Health**.

The Department of Justice does **NOT** hold **Juvenile Justice (JJ) records for persons born before 1968**. JJ records for persons born before 1968 are 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:
<http://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 upon proof of financial hardship) eg. Australian pension card
- Provide your postal address and also include your email address 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** last known location.
- Does your application exclude third party personal information (ie information about other people? If so, let us know as this will speed processing your application as the Department will not need to undertake third party consultation and add a 10 working day extension.
- Are you applying on behalf of someone else? If so, 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>