

Freedom of Information

Application form

Your contact details

Surname	
Given name(s)	
Other names you may have been known by	
Date of birth	
Address	
Postal address <i>(if different from above)</i>	
Email	
Home phone number	
Work phone number	
Mobile phone number	

Proof of identity/authority to act documentation

To assist the Department of Families, Fairness and Housing (the department) in making its decision to release documents to you, please provide a **certified** copy of a photo identification document, such as your driver's licence or passport. If your driver's licence does not show your current residential address please provide a certified copy of an official letter which shows your current residential address. A certified copy is a photocopy that has been signed by an approved witness such as a pharmacist, registered medical practitioner or police officer.

If you do not have a photographic identification document, please provide certified copies of two other documents that show your identity, such as your Medicare card, pension card or an official letter. If you are unable to provide these documents, please contact the Freedom of Information unit on 1300 650 172 or (03) 9096 8449.

Are you an Aboriginal and/or Torres Strait Islander person?

Please mark with an 'X' as appropriate. For persons of both Aboriginal and Torres Strait Islander origin mark both 'Yes' boxes.

Are you Aboriginal?

Yes:

No:

Don't Know:

Are you Torres Strait Islander?

Yes:

No:

Don't Know:

Request details

Please provide details of the documents you are requesting by marking the appropriate box (or boxes) below with an 'X'.

Wardship	<input type="checkbox"/>
Youth Justice	<input type="checkbox"/>
Housing	<input type="checkbox"/>
Child Protection	<input type="checkbox"/>
Disability	<input type="checkbox"/>
Employee	<input type="checkbox"/>
Other	<input type="checkbox"/>

If you think it would be helpful please also provide detailed information (such as time frames) in order to assist the department in processing your application. If you are requesting specific reports please provide a description of the report/s including the date and the author.

If you need any assistance to complete this section, please contact the Freedom of Information unit on 1300 650 172 or (03) 9096 8449.

Special requirements for child protection documents

Sections 191(1) and 209(1) of the *Children, Youth and Families Act 2005* require written consent to disclose the identity of a reporter/notifier or a person giving confidential information during a child protection investigation.

If you were a notifier/reporter in a child protection matter, do you consent to the release **to you** of documents that would identify you as a notifier/reporter?

Please mark with an 'X' as appropriate.

Yes: No:

If you are seeking documents about other people

If you are seeking access to documents about a person other than yourself, please provide their name, date of birth and their relationship to you in the space below. You will need to provide certified copies of any documents linking you to that person to enable you to access the documents, such as birth certificates, death certificates or guardianship/administration orders.

Name:	
Date of birth:	
Relationship:	

Name:	
Date of birth:	
Relationship:	

How to submit your application

You can post your application to:

Freedom of Information
Department of Families, Fairness and Housing
GPO Box 1774
Melbourne Victoria 3001

Or you can email your application to: foi@dffh.vic.gov.au

Checklist

Have you?

- Attached certified identification? (This is not required if a support worker or lawyer is applying on your behalf)
- Given a clear explanation of the documents that you are requesting?
- Attached documents to support your application to access information about other people? (for example, a birth certificate or death certificate, if the person whose records you are requesting is deceased).

Your privacy

The Department of Families, Fairness and Housing is committed to protecting your privacy. We collect and handle personal information in the Freedom of Information application form for the purposes of processing your application.

To provide a service to you and meet your needs, we will share your personal information with others within the department, such as the program area or divisional office that may hold your documents, or with our archiving facility.

For more information on the department's privacy collection statement, please refer to the following website:

<https://www.dhhs.vic.gov.au/privacy-statement>