# Freedom of Information Act

Request for Access to Documents from Deakin University

*Send this form to Deakin University, together with the application fee. Please note that your request will not be valid until the application fee is paid, a copy of your identification is provided, and the form is signed and dated.*

## 01 Your details

First Name Surname

Postal Address Line 1

Town / City State Postcode

Contact Number Email

## 02 Identification

If you are seeking access to your personal documents please ensure you include a photocopy of your passport or driver's licence or other form of photographic identification. If you do not provide a copy of your identification, your request will not be processed.

## 03 Form of requested documents

I request that access be provided in the following form

☐ Copies of the document(s) to be sent to the address shown above.

☐ The original document(s) to be made available for inspection.

## 04 Application

The application fee is $32.70.

☐ I enclose a cheque for the application fee **OR**

☐ I wish to pay the application fee by credit card **OR**
*(please phone the University on 61+3 5227 2333, quoting item code M15) to arrange payment*

☐ *Online via this link* **OR**

☐ If you are unable to pay the application fee due to financial hardship, you may request to have the application fee waived or reduced. If you are seeking a reduction or waiver of the fee, please outline your reasons for this request below.

## 05 Details of request

Please clearly describe the documents you are requesting access to. Please include date ranges, location, subject matter or any other information that would assist Deakin University to identify the requested documents.

*Note: Deakin University may impose a charge for search time and for costs incidental to access, including photocopying charges. You will be supplied with a statement of further charges if appropriate.*

Applicant Signature Date

*Applications may be lodged by email to foi@deakin.edu.au or by mail to the Freedom of Information Officer, Office of General Counsel, Deakin University, Locked Bag 20001, Geelong, Victoria, 3220. Please provide the receipt for payment of your application fee at the time of lodgement.*