

Freedom of Information Request for 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

To assist safe steps Family Violence Response Centre in making its decision to release documents to you, please provide a **certified** copy of a photo identification document, such as your driver's license or passport. If your driver's license 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.

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

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:	

Access to the documents

Any documents that can be released will be sent to you by registered post. They can be sent either in hard copy paper form or in electronic form on a compact disk.

Please mark with an 'X' as appropriate.

Hard copy paper documents:

 Electronic:

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How to submit your application

Hard copy applications and any required documents should be sent to:

Privacy Officer

safe steps Family Violence Response Centre

GPO Box 4396

Melbourne VIC 3001

Or fill in the form and return it with scanned certified copies of any required documents by email to:

privacyofficer@safesteps.org.au

Checklist

Have you:

- Attached certified identification?
- 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 guardianship/administration order)?

Your privacy

safe steps Family Violence Response Centre 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 safe steps Family Violence Response Centre privacy statement, please refer to the following website: <https://www.safesteps.org.au/privacy-policy/>