Request for Access to Documents / Information

Section 1 is to be used if you are requesting information about yourself.

Section 2 is to be used if you are requesting information about another person.

Section 1
Please fill out section 1 if you are requesting documentation / information about yourself.

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other (specify) .

Family name: _____

Given names: _____

Postal address: _____

Email: _____

Mobile number: _____

Date of birth: _____ Age at the time this request is made _____

Please describe the documents / information you wish to have access to in as much detail as possible:

_____

_____

_____

Please provided details of how you would like the documents / information sent delivered (email / postal / verbal report etc)

_____

_____

_____

Please provide some documentation to enable us to verify your identity and attach it to this application. This may include items such as drivers licence, birth certificate, passport, a bill with your name and address on it, permits or cards with your photograph on it (eg White Card). Please detail what form of identification will be attached:_

_____

_____

Sign: _ _____ Date __ _____

Section 2

Please fill out section 2 if you are requesting documentation / information about another person

PART ONE – INFORMATION ABOUT THE PERSON MAKING THE REQUEST

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other (specify) .

Family name: _____

Given names: _____

Postal address: _____

Email: _____

Mobile number: _____

Please provide some documentation to enable us to verify your identity and attach it to this application. This may include items such as drivers licence, birth certificate, passport, a bill with your name and address on it, permits or cards with your photograph on it (eg White Card)

Signature of the person making the request: _ _____ Date

_ _____

PART 2 –DETAILS IDENTIFYING THE PERSON YOU ARE SEEKING DOCUMENTATION / INFORMATION ABOUT

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other (specify) .

Family name: _____

Given names: _____

Postal address: _____

Email: _____

Mobile number: _____

PART 3 – DETAILS ABOUT THE DOCUMENTATION / INFORMATION BEING REQUESTED AND THE METHOD OF DELIVERY

Please describe the documents / information you wish to have access to in as much detail as possible:

_ _____

_____

_____

Please provided details of how you would like the documents / information sent delivered (email / postal / verbal report etc)

_____

_____

Part 4 – Permission to release information to a third person

I consent to IS Australia Job Central releasing the documentation / information listed in Part 3 of Section 2 of this document, to the person detailed in Part 1 section 2 of this document.

Signature of the person subject of the request: _____

Date this consent was signed: _____

Part 5– details of parental of Guardian consent

If, on the day that the person subject of this documentation / information request signs this consent form is under 18 years of age, that persons Parent or Guardian must also give consent, prior to any documentation or information being handed over.

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other (specify) .

Family name: _____

Given names: _____

Postal address: _____

Email: _____

Mobile number: _____

Please provide some documentation to enable us to verify your identity and attach it to this application. This may include items such as drivers licence, birth certificate, passport, a bill with your name and address on it, permits or cards with your photograph on it (eg White Card).

Office use only
Please fill out each item below

Staff member name who dealt with request:

_____

List of what identification was attached to the request:

_____

Details of what information was provided:

_____

Notes on the delivery method: _____

Date of delivery: _____