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|  | Only use this form to apply for access to records regarding**early childhood education****Department of Communities****FREEDOM OF INFORMATION – APPLICATION FOR ACCESS TO INFORMATION**Pursuant to the *Freedom of Information Act 1982* (Commonwealth) | Form 03505/21 |

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| **Applicant’s Details** |
| **Title:** | [ ]  Miss [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Other       |
| **Given Name(s):** |       | **Surname:** |       |
| **Other Name(s) or Aliases:** |       | **Date of Birth:** |      /     /      |
| **Australian Postal Address:** |       |
| **Suburb:** |       | **Postcode:** |      | **State:** |       |
| **Phone Numbers:** | Mobile: |       | Landline: |       |
| **Email Address:** |       |
| **Preferred Method of Contact:** |       |

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| Is the application being made on behalf of a business or organisation? | [ ]  Yes [ ]  No |
| If yes, what is the name of the organisation/business? |       |

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| **Form of Access** |
| [ ]  | I require a copy of the document(s) |
| [ ]  | I require access in another form:       |

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| **Consultation with Third Parties** |
| If the documents identified relate to an individual/organisation other than the applicant, it may be necessary for the agency to consult with that individual/organisation to obtain their views about the potential release of documents. |
| Where consultation with a third party is necessary, does the applicant consent to the disclosure of their identity for the purposes of third-party consultation? |
| [ ]  Yes [ ]  No [ ]  Not applicable |

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| **Applicant’s Declaration** |
| I declare that the information I have provided on this form is true and correct.I understand that, before I obtain access to documents, I may be required to pay processing charges in respect of this application, and that I will be supplied with a statement of charges, if appropriate.I understand it is an offence to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application. |
| **Signed:** |       | **Date:** |      /     /      |

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| **I am applying for access to:** |
| ***Describe clearly the documents that you are requesting access to*** *(including the subject matter, time period or date range of the material, and/or any other information that would help identify the requested documents). Including your reason(s) for wanting access (although this is not a requirement), may assist in the accurate capture of documents.* |
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| **Lodgement of Applications** |

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| By post, addressed to:Freedom of Information CoordinatorCorporate Information Department of CommunitiesLocked Bag 5000FREMANTLE WA 6959 | * In person, at any Department office
* By email to: foi@communities.wa.gov.au
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**NOTES**

**FOI Applications**

* Please provide sufficient information to enable the correct document(s) to be identified.
* If you are seeking access to a document(s) on behalf of another person, the Department will require authorisation in writing from the other person.
* Your application will be dealt with as soon as practicable (and, in any case, within the 30 days specified by the Commonwealth’s *Freedom of Information Act 1982*)
* Further information can be obtained by contacting the Freedom of Information Unit on telephone
(08) 6414 3344, or by email foi@communities.wa.gov.au.

**Forms of Access**

You may request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of words recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the Department is unable to grant access in the form requested, access may be given in a different form.

**Charges**

Charges relating to FOI requests are determined by the Commonwealth’s *Freedom of Information (Charges) Regulations 2019.* Where considered appropriate, an estimate of charges will be provided to you once documents within the scope of your request are identified.

**Proof of Identity**

Before documents may be released, a copy of two (2) documents that provide sufficient evidence of identity are required to be provided. Acceptable documents include:

* Current Driver’s Licence with photograph and current address
* Current Passport
* Birth Certificate
* Copy of Prisoner’s Identity Card, certified by corrective services officer
* Health Care Card