



APPLICATION FOR ACCESS TO DOCUMENTS

(Under the *Freedom of Information Act 1992*, s.12)

DETAILS OF APPLICANT

Applicant <i>(Insert full name in capitals)</i>	
Name of Organisation or Individual <i>(If application is on behalf of an organisation or individual)</i>	
Address <i>(For receipt of notices under the FOI Act)</i>	Postcode
Telephone	Fax
Email	

INSTRUCTIONS: *(See also notes on page 3)*

Clearly describe the documents to which you seek access so that your request can be dealt with promptly. If your application concerns a large number of documents, please clarify the particular document/s that you seek. For further information please read the Department's "Information Statement: Document type, availability and accessibility (2010 - 2011)" available at www.dec.wa.gov.au. You are welcome to attach additional information to this form so that we can promptly deal with your application. If not sure of the documents you require please clarify with officers of the division that best relates.

DETAILS OF FOI APPLICATION

I am applying for access to document(s) concerning:

Subject matter to which your application relates <i>(e.g. property details street, lot numbers, suburb, certificate of title etc)</i>	
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<p>Details of specific document/s requested</p> <p><i>(e.g. type of document, name of sender/recipient of document)</i></p> <p><i>Refer to DEC's information Statement as a guide or contact relevant area of DEC to assist you.</i></p>	
<p>Date/s or range of dates of document/s requested</p>	
<p>Other information to facilitate your application</p> <p><i>(e.g. such as documents that you already have and do not wish to receive)</i></p>	

FEES AND CHARGES

The department only accepts payment by cheque or credit card.

Payment by cheque: Please attach cheque (made out to Department of Environment and Conservation) to the application form for the amount of \$..... to cover the application fee.

Payment by credit card: Please fill out the form below

MASTERCARD [] VISA []

CARD NUMBER _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _

CARD HOLDER'S NAME _____

ADDRESS _____

CITY _____ POSTCODE _____

COUNTRY _____

EXPIRY DATE __ / __ TOTAL AMOUNT _____

I authorise the Department of Environment and Conservation to debit my credit card with the amount shown above. I certify that I am over 18 years of age.

SIGNATURE _____

