

Freedom of Information Act

Request for Access to Documents from Deakin University



Send this form to foi@deakin.edu.au or by mail to the Freedom of Information Officer, Assurance, Deakin University, Locked Bag 20001, Geelong, Victoria, 3220. Please ensure the request provides sufficient information to allow Deakin to locate all relevant documents, and make sure the application fee is paid or request that the fee be waived due to hardship.

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 provide evidence of your identity. For example, a photocopy or electronic copy of a current driver's license or student identity card. This helps ensure that documents are not inappropriately released to third parties.

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 email address shown above.

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 Fee

The application fee is \$33.60.

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

[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 describe the documents you are requesting access to as clearly as possible. To help us identify the requested documents, include helpful details such as:

- relevant date ranges or time periods for the documents
- where the documents might be located (e.g. a specific department or office)
- the subject matter or topic
- any other information that could help us identify the documents.

Applicant Signature

Date