

Use this form to apply for access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*.  
If you need help filling out this form, contact the Information Officer by email [info@OTSI.nsw.gov.au](mailto:info@OTSI.nsw.gov.au)

**Applicant details**

Title:	Given names:	Surname:
Company name:		
Postal address:		
	State:	Postcode:
Email address:	Daytime phone number:	
When seeking access to your own personal information, we will need to establish your identity before providing you with any information. If this applies to you, and you are not lodging the form in person where your identity will be verified, please attach a certified* copy of one of the following: <input type="checkbox"/> I prefer to receive correspondence at the above email address		

**Identification documents**

When seeking access to your own personal information, we will need to establish your identity before providing you with any information. If this applies to you, and you are not lodging the form in person where your identity will be verified, please attach a certified\* copy of one of the following:

Australian Drivers Licence       Current Australian Passport       Other Photo Identification

If you are completing this form on behalf of someone else, please attach evidence of your authorisation to do so.

\*Certified means that the document has been verified, signed and dated by an authorised person (JP, doctor, teacher, pharmacist, legal practitioner, Postmaster Australia Post).

**Additional Information**

The Office of Transport Safety Investigations (OTSI) is NSW's independent transport safety investigator. All published investigation reports are available on our website [www.otsi.nsw.gov.au](http://www.otsi.nsw.gov.au).

An applicant is required to inform OTSI if they have previously sought substantially the same information from another NSW government agency.

Have you at any time applied for similar information from another agency?    Yes     No

If YES, which agency? \_\_\_\_\_

**Application Fee**

I attach payment of the \$30 application fee by: (select one)

Cheque (enclose a cheque made payable to Office of Transport Safety Investigations)

Money order (enclose a money order made payable to Office of Transport Safety Investigations)

There may be additional processing charges in relation to your application – we will notify you if this is required. Please do NOT send cash through the post.

Applicant's signature:	Date: Day / Month / Year
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## Terms of your request

Please describe the information you would like to access:

*NOTE: Please be as precise as possible. If you do not give enough detail about the information you are looking for we may not be able to find it. You can only apply for access to information that is already held by OTSI. Attach to this form any additional information that you feel will support your claim for access to the documents/information.*

## Access to information

How do you wish to access the information?

- Inspect the document/s
- Be provided with a copy of the document/s
- Access in another way (please specify): \_\_\_\_\_
- If possible, I wish to receive information by email at: \_\_\_\_\_

## Processing fee discount

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- Financial hardship – please attach supporting documentation (e.g., a pension or Centrelink card) AND/OR
- Special benefit to the public

## Consultation

OTSI may be required to consult with third parties before deciding your application. If the information you are seeking contains information about another person, business or government agency, we are required by law to ask whether they have an objection to the disclosure of their information. For the purposes of such consultation, please indicate in the boxes below whether you consent to the release of the following information to any third parties.

Your name and/or company name:  Yes  No      Your reason for making this application:  Yes  No

## Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application (excluding your personal information) may be recorded in the agency's 'disclosure log'. This is published on OTSI's website.

Do you object to this?  Yes  No

## Where to send your application

Email to: [info@otsi.nsw.gov.au](mailto:info@otsi.nsw.gov.au)

Or

Postal address: Office of Transport Safety Investigations PO Box A2616 Sydney South NSW 1235

## Privacy Notice

OTSI is subject to the *Privacy and Personal Information Protection Act 1998* in respect of your personal information. Your personal information is being collected to process your application for information under the *Government Information (Public Access) Act 2009*. The provision of personal information is voluntary, however if you do not provide it we may not be able to process your application. OTSI may use and disclose your personal information for the purposes of processing your application. Otherwise, we will not disclose your personal information without your consent unless authorised or required by law. Your personal information will be held by OTSI which is where all applications are initially received. Generally, you have the right to access and correct the information if you believe that it is incorrect. If you wish to do so, please email [info@otsi.nsw.gov.au](mailto:info@otsi.nsw.gov.au)