

Applicant Details

Surname		Given Names	
Address		Suburb	
Contact no	(H)	(M)	
Email			

If application is on behalf of an Organisation

Name of Organisation/Business	
Agent/Representative Name	

Details of Request

<input type="checkbox"/> Documents containing personal information (Personal information is about you, the applicant, e.g. family details, details of employment, material in personal records etc.) Note: CRC will require proof of your identity
<input type="checkbox"/> Non-personal documents that contain information relating to third parties (incurs \$30 application fee and additional charges may apply)

I am applying for access to the following documents

(Please be as specific as possible and provide sufficient information to enable the correct document(s) to be identified)

Please indicate date(s) or range of dates of requested information or document(s), if possible:

Start Date		End Date	
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Reason(s) for access as this may assist in the accurate identification of documents (non-mandatory):

Form of Access

I wish to inspect the document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require a copy of the document(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require a copy of the transcript(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I require access in another form	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If other, please specify		

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

Payment

Payment may be made by cheque or bank transfer.

- I have attached/paid the \$30 application fee.
- I understand that before I obtain access to documents, I may be required to pay processing charges in respect to this application and that I will be supplied with an estimate of charges, if appropriate.

In certain cases a reduction in fees and charges may apply. If you consider you are entitled to a reduction, you need to submit a request with copies of documents, which address the criteria and support your application for a fee reduction.

- I am requesting a reduction in fees and charges (tick if applicable and please supply appropriate documentation to support the request).

Authorisation and Consent

I consent for my identity to be disclosed to third parties if required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I consent to the reasons for my access application to be made known to third parties if required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Applicant's signature	Date	

Fees and Charges

An applicant who is the holder of a currently valid concession card issued on behalf of the Commonwealth to that person, or any other card which may be prescribed as being a pensioner concession card under the *Rates and Charges (Rebates and Deferments) Act 1992*, or an applicant in the opinion of CRC who is impecunious, the charges payable is reduced by 25%. **No reduction is applicable to the application fee.**

Fees	
Application Fee for personal information	No fee
Application Fee for non-personal information	\$30
Charges	
Staff time for dealing with application	\$30/hr
Supervised access to records for inspection	\$30/hr
Transcribing information	\$30/hr
Photocopying	\$0.20/page
Duplicating a tape, CD, DVD or computer information	Actual Cost
Packaging and postal cost	Actual Cost
Deposits	
An advance deposit may be required	25%
An additional advance deposit may be required for large application	75%

Application Lodgement

In Person Unit 2 / 369 Scarborough Beach Rd Innaloo WA 6018	Post PO BOX 655 Innaloo WA 6918	Email mail@catalina.wa.gov.au
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Additional information

- If you are seeking access to a document(s) on behalf of another person, CRC will require a written, signed and dated statement of authority from that other person.
- If the document(s) that you are seeking also relates to another agency, you will need to apply to the agency to obtain the documents which are related to the agency.
- Your application will be dealt with as soon as practicable. The *Freedom of Information (FOI) Act* provides a 45 day timeframe from the date a valid application is received however this timeframe may be extended by agreement between CRC and the applicant. **Note:** The day after an application is received is “day 1.”
- Further information can be obtained from the Catalina website and [The Office of the Information Commissioner](#) Western Australia website. The *FOI Act 1992* is available for download from the [State Law Publisher website](#).