Juvenile Justice
Attorney General & Justice

Government Information (Public Access) Act 2009

Request for Informal Disclosure

Tick one box only

☐ I am making a request for <u>my own</u> personal information held by the Juvenile Justice Division

☐ I am making a request for non-personal information held by the Juvenile Justice Division.

DETAILS OF THE PERSON MAKING THIS REQUEST

FAMILY NAME	GIVEN NAMES	DATE OF BIRTH *(for personal information)*
AUSTRALIAN POSTAL ADDRESS State: Postcode:		
PHONE (Daytime)	MOBILE	EMAIL

DETAILS OF INFORMATION REQUESTED

Please be as specific as possible giving dates and places as appropriate, or by describing in as much detail as you can the information you require.

MY SIGNATURE

Date: / /

If this access request is for your personal information, you need to attach your identification to this request (preferably photographic).

There is no fee for this service.

The information requested will be supplied in accordance with the provisions of the *Government Information (Public Access) Act 2009* and in a format decided by Juvenile Justice unless other arrangements have been agreed. There are no time limits prescribed in the *Act* for the processing of informal access requests but Juvenile Justice undertakes to advise you within 10 working days after we receive your request as to whether we hold the information requested and how long it will take to process. A formal process of access application is also available for an application fee, processing charges, and rights of appeal – details of this process are available under the Right To Information section of our agency's website www.djj.nsw.gov.au. The information collected on this form is for use in processing your access application.

Lodge the original of this request with:

Right To Information Officer
Juvenile Justice Division
Department of Attorney General & Justice
PO Box K399, Haymarket NSW 1240