

Application for Request of Information Form

Please note that for legal reasons I/we do not communicate directly with police verbally or over the telephone.

We acknowledge that any information required from police is subject to a Freedom of Information Request Form together with an application fee and therefore also require the same commercial transaction to occur with regards to providing information to police for our time and limited resources used in order to help police with enquiries.

Therefore should a person employed by the police require to communicate, I/we require this to be done via written communications only, subject to this application form being completed.

Send this form, together with an application fee of \$32.50 payable by bank cheque, money order or direct deposit (with a copy of the receipt) to my person's name as listed in the fields below.

Please note that an invoice will be sent to the applicant, based on costs as detailed on page 2, where payment must be received in full before the requested information will be provided.

Date	:	
Full Name of Officer	:	
Reg. No.	:	
Police Station Address	:	
Police Main Trading Name and ABN	:	
Postcode	:	
Police Station Fax	:	
I am applying to obtain the following information:		
Continue to page 3		

Name:	Address:	BSB:	Acc. No:
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SCALE OF COSTS AND CHARGES

Drafting and producing letters (including fax or email)	\$40 per 100 words
Circular letter – forwarding copy letter or document	\$15
Preparing an exhibit	\$20 per exhibit
Copy or other reproduction of document	\$2.50 per page (1 – 30 pages) \$1.50 per page (31 and more)
Transmitting of documents (fax / email / letters): - From own resources - From external resources (e.g Australia Post)	\$12 for first page \$8 per page thereafter \$15 for first page \$9 per page thereafter
Extraction of information from electronic devices such as smart phones, voice recorders, surveillance cameras, etc	\$10 per item / file
Provide the information on a CD/DVD	\$10 per disc
Attendance to; file or deliver a document; police station; court or any other premises	\$12 (per 5 minute period)

Please note that the ABN and *Main Name* or *Main Trading Name* of the police officer's employer must be supplied in order for the application form to be processed, as listed in the example below:

Main Name: POLICE DEPARTMENT (VIC,) **Main Trading Name:** VICTORIA POLICE, **ABN:** 63 446 481 493

Current as of 1 July 2015

I am applying to obtain the following information (continued):