



Part 1 - FOI applicant details

Title (Mr, Ms, Mrs, Dr etc.): [text box]

Family name: [text box]

Given name(s): [text box]

Postal address: [text box]

Daytime phone number: [text box]

Mobile: [text box]

Fax: [text box]

Email: [text box]

Your preferred method for us to correspond with you: (mark one or more if applicable) [checkbox] Post [checkbox] Fax [checkbox] Email

If you are seeking access to documents relating to you, please provide your:

Date of birth: [text box] DAY/MONTH/YEAR

Case number (if known/applicable): [text box]

Part 2 - Details of documents you seek access to

Please describe the documents you wish to access in as much detail as possible to help us identify the documents:

[Large empty text box for document details]

We will provide the material in electronic format where this is available. If you do not wish to receive an electronic copy of the written material (via CD or email), please indicate how you would prefer to access the written material:

[Text box for preferred access method]

Signature: [text box]

Date: [text box] DAY/MONTH/YEAR

- Please complete Part 3, if you are seeking access to documents on behalf of another person (for example, you are a migration agent seeking access on behalf of a client)
• Please complete Part 4, if you are seeking access to documents that relate to a third party

Part 3 - Authorisation for release of documents to FOI applicant

If you are making this request on behalf of another person, that person must complete this section.

I, (full name of person authorising access) authorise
 (full name of FOI applicant) to access the documents
containing my personal information described in Part 2 on my behalf.

Date of birth: Case number (if known/applicable):
DAY/MONTH/YEAR

Postal address:

Daytime contact phone number:

Signature: Date:
DAY/MONTH/YEAR

Part 4 - Consent for FOI applicant to access third party personal information

If you are requesting access to documents which contain the personal information of another person, we may need to consult that person and seek their views before deciding whether we can provide the documents to you. To assist us to make this decision, you can provide that person's consent for you to access those documents by completing this section.

I, (full name of person consenting to access) consent to
 (full name of FOI applicant) accessing the documents
containing my personal information described in Part 2.

Date of birth: Case number (if known/applicable):
DAY/MONTH/YEAR

Postal address:

Daytime contact phone number:

Are you providing consent on behalf of a child under the age of 18 years? No Yes - Please provide their details below

Child's family name:

Child's given name(s):

Child's date of birth:
DAY/MONTH/YEAR

Are you the child's parent or legal guardian? No Yes

Signature: Date:
DAY/MONTH/YEAR

Information about requests for access to documents under the FOI Act

What is Freedom of Information?

The *Freedom of Information Act 1982* (the FOI Act) gives every person the right of access to documents held by Australian Government agencies. Documents include files, reports, computer printouts, tapes or photographs, microfiche, tape recordings, films or videotapes. Certain types of documents may be exempt from disclosure.

How do I make an FOI request?

You must:

- make the request in writing, using our online FOI form or on this form or in a letter stating that the request is an application for the purpose of the FOI Act;
- provide contact details for us to send correspondence under the FOI Act;
- identify the documents sought; and
- post, email or deliver your request to us.

Do I need to pay fees or charges?

There are no fees or charges when you lodge an FOI request for your information.

Charges may apply if a request is made for information other than your own personal information. If charges are going to be imposed on your FOI request, you will be given written notice about this.

How will the documents be given to me?

If access is granted, our preference is to provide you with an electronic copy (via CD or email) of the documents, where this is possible. If you do not want the documents in an electronic format, please indicate your preference in Part 2 of this form. In most cases, you will be given the documents in the form requested. Copies of hearing recordings will be provided on CD.

Can I make an FOI request on behalf of another person?

You can make an FOI request on behalf of another person. (For example, you are a legal representative or migration agent seeking access on behalf of a client). If so, that person's authorisation must be provided in Part 3 of this form.

What should I do if I want access to information about other people?

If you wish to access documents containing personal information about another person, even if this is your relative, friend or employer, we may need to consult that person before deciding whether we can provide the documents to you. To assist us to make this decision, that person can provide their written consent in Part 4 of this form.

What should I do if I want access to my Department of Immigration and Border Protection (department) file?

Where the request for access partially or fully relates to documents held on the department's file, we transfer the request or relevant part of the request to the department for processing. You may wish to lodge an FOI request directly with the department.

I have an active case to review a migration decision (other than a protection visa decision) – do I request access to my documents under the FOI Act?

You have a right under s.362A of the *Migration Act 1958* to request access to written material, in addition to your right to request access to documents under the FOI Act. There are several differences between the right of access under s.362A and the right of access under the FOI Act, one of which is that the right of access under the FOI Act covers a significantly broader category of documents. Further information regarding the right of access is provided in the form M16 – Request for access to documents under s.362A of the *Migration Act 1958*.

What are my review rights?

You will be notified of your review rights if your request is not fully met. If you disagree with our decision about your FOI request, you have the right to request an internal review.

If you are not satisfied with the way we handle your FOI request, and you have not been able to resolve this by contacting the office or officer dealing with your case, you can also make a complaint to the Australian Information Commissioner or the Commonwealth Ombudsman.

You are encouraged to lodge your complaint with us, before lodging your complaint with the Australian Information Commissioner or the Commonwealth Ombudsman.

How to submit this form

For Migration and Refugee Division requests

<p>Online (registered users only)</p> <p>Using the online application system accessible from the AAT website at www.aat.gov.au and clicking on the 'Apply online' button.</p>	<p>Email</p> <p>mrdivision@aat.gov.au</p>												
<p>By post or by fax</p> <table border="0"> <tr> <td data-bbox="113 891 427 1066"> <p>Sydney</p> <p>GPO Box 9955 Sydney NSW 2001 Fax: (02) 9276 5599</p> </td> <td data-bbox="432 891 778 1066"> <p>Brisbane</p> <p>GPO Box 9955 Brisbane QLD 4001 Fax: (07) 3052 3069</p> </td> </tr> <tr> <td data-bbox="113 1088 427 1263"> <p>Melbourne</p> <p>GPO Box 9955 Melbourne VIC 3001 Fax: (03) 9454 6999</p> </td> <td data-bbox="432 1088 778 1263"> <p>Adelaide</p> <p>GPO Box 9955 Adelaide SA 5001 Fax: (08) 8128 8099</p> </td> </tr> <tr> <td data-bbox="113 1285 427 1460"> <p>Perth</p> <p>GPO Box 9955 Perth WA 6848 Fax: (08) 6222 7299</p> </td> <td></td> </tr> </table>	<p>Sydney</p> <p>GPO Box 9955 Sydney NSW 2001 Fax: (02) 9276 5599</p>	<p>Brisbane</p> <p>GPO Box 9955 Brisbane QLD 4001 Fax: (07) 3052 3069</p>	<p>Melbourne</p> <p>GPO Box 9955 Melbourne VIC 3001 Fax: (03) 9454 6999</p>	<p>Adelaide</p> <p>GPO Box 9955 Adelaide SA 5001 Fax: (08) 8128 8099</p>	<p>Perth</p> <p>GPO Box 9955 Perth WA 6848 Fax: (08) 6222 7299</p>		<p>By hand</p> <table border="0"> <tr> <td data-bbox="783 891 1134 1066"> <p>Sydney</p> <p>Level 6 83 Clarence Street Sydney NSW 2000</p> </td> <td data-bbox="1139 891 1465 1066"> <p>Brisbane</p> <p>Level 6 295 Ann Street Brisbane QLD 4000</p> </td> </tr> <tr> <td data-bbox="783 1088 1134 1263"> <p>Melbourne</p> <p>Level 4 15 William Street Melbourne VIC 3000</p> </td> <td data-bbox="1139 1088 1465 1263"> <p>Adelaide</p> <p>Level 2 1 King William Street Adelaide SA 5000</p> </td> </tr> <tr> <td data-bbox="783 1285 1134 1460"> <p>Perth</p> <p>Level 13 111 St Georges Terrace Perth WA 6000</p> </td> <td></td> </tr> </table>	<p>Sydney</p> <p>Level 6 83 Clarence Street Sydney NSW 2000</p>	<p>Brisbane</p> <p>Level 6 295 Ann Street Brisbane QLD 4000</p>	<p>Melbourne</p> <p>Level 4 15 William Street Melbourne VIC 3000</p>	<p>Adelaide</p> <p>Level 2 1 King William Street Adelaide SA 5000</p>	<p>Perth</p> <p>Level 13 111 St Georges Terrace Perth WA 6000</p>	
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For all other requests contact the Principal Registry

<p>By email</p> <p>foi@aat.gov.au</p>	<p>By hand</p> <p>Level 6 83 Clarence Street Sydney NSW 2000</p>
<p>By post</p> <p>Administrative Appeals Tribunal GPO Box 9955 Sydney NSW 2001</p>	<p>By fax</p> <p>(02) 9276 5599</p>