



# APPLICATION FOR DOCUMENTS

## UNDER THE *FREEDOM OF INFORMATION ACT 1982* (the FOI Act)

You do not have to use this form. A letter containing the same information will be sufficient.

All applications should be addressed to: FOI Coordinator  
Comcare  
GPO Box 9905  
CANBERRA ACT 2601

If you require assistance in making a request for documents under the FOI Act, please contact the Comcare FOI Coordinator on 1300 366 979

Applications may be sent:

- > via Australia post to the above address,
- > delivered in person to a Comcare regional office, or
- > emailed to [foi@comcare.gov.au](mailto:foi@comcare.gov.au)

Name of applicant

Give details of how notices may be sent to you—for example by providing:

- > a mailing address to which notices may be mailed to you or
- > an electronic address to which notices may be sent by electronic communication.

### YOUR CONTACT DETAILS

(The FOI Act does not require an applicant to supply contact details, but doing so will make it easier for us to consult you about your application).

Work	<input type="text"/>	Home	<input type="text"/>
Mobile	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

**APPLICATION**

**I am applying for the following document(s)**

The FOI Act requires that an applicant provide such information concerning the document as is reasonable necessary to enable a responsible officer of the agency to identify it.

Give as much information as you can about the documents(s). For example, a claim or investigation number or date of the document or investigation (if known) or describe as accurately as you can what the contents of the document(s) may be.

Comcare claim file number (if known):

Comcare OHS Investigation number (if known):

Accurate description of documents:

(If the space provided above is insufficient—attach a separate sheet)

Signature of applicant

Date