



## FOI Request Application

APPLICANT NAME	
APPLICANT ADDRESS	<hr/> <hr/> <hr/>
APPLICANT ORGANISATION (IF APPLICABLE)	
APPLICANT CONTACT NUMBER(S)	
APPLICANT EMAIL ADDRESS	
TYPE OF APPLICANT	<input type="checkbox"/> Individual <input type="checkbox"/> Representative <input type="checkbox"/> Other (please specify)
REPRESENTATIVE NAME	
REPRESENTATIVE ORGANISATION (IF APPLICABLE)	
REPRESENTATIVE ADDRESS:	
REPRESENTATIVE CONTACT NUMBER(S)	
REPRESENTATIVE EMAIL ADDRESS:	

<b>RELATIONSHIP TO APPLICANT</b>	
<b>DOCUMENTS YOU ARE REQUESTING ACCESS TOO:</b>	
<i>Please avoid using wording such as 'all documents' because your request may end up being too large for the agency to process, or it may not be specific enough for the agency to identify the document(s). If you are not sure how to frame your request, contact the VICSES Freedom of Information and Privacy Officer (contact details at the end of the form)</i>	
<b>TYPE OF DOCUMENT REQUESTED (IF KNOWN)</b>	
<b>WHAT THE DOCUMENT RELATES TO</b>	
<b>DATE (OR DATE RANGE) IN WHICH THE DOCUMENT MAY HAVE BEEN CREATED</b>	
<b>THE TYPE OF DOCUMENT YOU SEEK</b>  <i>(for example, an attendance report, email(s) etc)</i>	
<b>EXCLUDING DOCUMENTS OF INFORMATION YOU DON'T NEED.</b>	
<i>It is helpful to exclude certain documents or information from your request if it isn't particularly necessary or relevant. This may allow VICSES to process your request more quickly by potentially reducing the number of documents to assess or removing the requirement for the agency to consult with third parties.</i>	
<i>An third party might include volunteers; member of the public, members of other attending organisations (e.g. Police, CFA; Ambulance), external organisations, private companies etc.</i>	
<b>DO YOU REQUIRE ACCESS TO:</b>	
<b>DRAFT DOCUMENTS</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>DUPLICATE DOCUMENTS</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PERSONAL OR  
COMMERCIAL  
INFORMATION  
RELATING TO THIRD  
PARTIES**

- Yes  
 No

**ANY OTHER  
RELEVANT  
INFORMATION**

Please forward your completed *FOI Request Form* to the Freedom of Information and Privacy Officer by email to [foi@ses.vic.gov.au](mailto:foi@ses.vic.gov.au) (preferred) or send to:

**Freedom of Information and Privacy Officer  
168 Sturt Street,  
Southbank VIC 3008**

To be considered a valid FOI request payment must be made or proof of hardship must be provided. Proof of hardship information will not be retained after it is viewed.

Details on how to make payment are provided at [Freedom of Information](#).

If you have any queries please do not hesitate to contact the Freedom of Information & Privacy Officer on (03) 9256 9000 or email [foi@ses.vic.gov.au](mailto:foi@ses.vic.gov.au).