



## Application for a review of a decision

Use this form if you want to apply to correct personal information about you held by a Northern Territory public sector organisation. Lodge the completed form with the organisation that holds the information you want corrected.

Title:  Ms  Mrs  Miss  Mr  Dr  Other:

First name:

Family name:

Phone:

Email:

Postal address:

Fax:

An application for review can be made in regard to:

- A decision under Division 2 (accessing government information)
- A decision to charge a fee for providing access to information under Division 2
- A decision under Division 3 (correcting personal information)

Application number:

Person who made the decision:

Date of the decision:

Date you were notified of the Decision (Note that your application may be refused if it is over 30 days since you were notified of the Decision):

Details of Application:

**Identification**

The organisation needs proof of your identity. The Department will accept the following forms of identification; Drivers Licence, Passport or some other card or document that identifies who you are. A copy of your ID will be kept on file for three months after the file is closed.

If you are lodging your application by post, facsimile or e-mail an authenticated copy of your identification must be supplied either by a Commissioner of Oaths, member of the Police Force, Registered Nurse, or a person who has known you for five years or more. You will be contacted if more information is required by the organisation to satisfy itself as to your identity.

I have attached a copy of an identification document:  Yes  No

I (applicant's full name): \_\_\_\_\_

certify that all the information supplied by me concerning this application is complete and correct. I accept that the information provided by me in this application may also be disclosed to other persons and/or bodies where such disclosure is required by law. For more information about our privacy policy, you may access the Department's privacy statement available on our website.

Declared at: \_\_\_\_\_

Dated:   day of \_\_\_\_\_ (month)     (year)

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

NOTES: (Section 146)

1. A person providing false or misleading information or statements to a public sector organisation or the Commissioner is liable to a penalty of \$26,000 or 12 months imprisonment.
2. A person knowingly making a false or misleading statement or a material omission in a statement for the purpose of gaining access to another's personal information or another person's business, professional, commercial or financial affairs is liable to a penalty of \$13,000 or 6 months imprisonment.

Office use only
Original Application Reference Number:
Reference No. (this application):
Identity of Applicant Verified:
Basis for Identity Verification:
Receiving Officer's Name:
Signature of Receiving Officer: