



**FREEDOM OF INFORMATION ACT 1992**  
**APPLICATION FOR ACCESS TO INFORMATION**

(Pursuant to the *Freedom of Information Act 1992*, s12)

Applicant's Details					
Title	<input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other				
Given Name/s			Family Name		
Other Names or Aliases			Date of Birth	/	/
Australian Postal Address					
	Suburb		Postcode		State
Phone Numbers	Mobile		Landline		
Email Address					
Preferred Method of Contact					

Is the application being made on behalf of a business or organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the name of the organisation/business?	

Fees and Charges	
<input type="checkbox"/>	Personal documents – no cost (Personal information is <b>information about the applicant</b> only and excludes past student results. Student results are accessed under the provisions of the <i>School Curriculum and Standards Authority Act 1997</i> )
<input type="checkbox"/>	Non-personal documents – \$30 application fee, charges thereafter (See note)
<input type="checkbox"/>	Note: other charges for dealing with the application including staff time and photocopying may apply. The application fee must be paid at the time of lodgement. You will be advised when other charges are applicable or if other charges can be waived

Consultation with third parties
Where consultation with a third party is necessary, does the applicant consent to the disclosure of their identity for the purposes of third-party consultation? You may be requested to complete an authority to release form.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

Form of Access
<input type="checkbox"/> I require a copy of the document/s <input type="checkbox"/> I require access in another form:
You may request access to documents by way of:
<ul style="list-style-type: none"> <li>• inspection</li> <li>• a copy of a document</li> <li>• alternative formats (digital copies, audio, video etc.)</li> <li>• a transcript of a recorded document or of words recorded in shorthand or encoded form</li> <li>• a written document in the case of a document from which words can be reproduced in written form.</li> </ul>
Where the Authority is unable to grant access in the form requested, access may be given in a different form.

I am applying for access to
<p>Note that student results are accessed under the provisions of the <i>School Curriculum and Standards Authority Act 1997</i>. Use the application <a href="#">form</a> for Copy of Results / Certificate of secondary education in Western Australia to access your past results.</p> <p><b>Clearly describe the documents you are requesting access to</b> (include subject matter, date or date range from, or any other information that would help identify the requested documents).</p>

Applicant's Declaration				
<p>I declare that:</p> <ul style="list-style-type: none"> <li>the information provided in this Freedom of Information application form is complete and correct.</li> <li>I have included any relevant application fee.</li> </ul> <p>I understand that, before I obtain access to documents, I may be required to pay processing charges in respect of this application, and that I will be supplied with a statement of charges, if required.</p> <p>I understand it is an offence to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.</p>				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Signed</b></td> <td style="width: 50%;"></td> <td style="width: 15%;"><b>Date</b></td> <td style="width: 20%; text-align: center;">/ /</td> </tr> </table>	<b>Signed</b>		<b>Date</b>	/ /
<b>Signed</b>		<b>Date</b>	/ /	

Proof of Identity
<p>A copy of at least one document that provides sufficient evidence of identity and proof of address is required to make a valid application. Where the application is made on behalf of a minor or a third party, proof of relationship or authorisation in writing from the other person must be attached to this application. Please complete and attach the <i>General Authority to Act Form</i> available from <a href="http://www.scsa.wa.edu.au">www.scsa.wa.edu.au</a>.</p> <p>Acceptable evidence of identity and address includes:</p> <ul style="list-style-type: none"> <li>Current Driver's Licence with photograph and current address</li> <li>Current Passport</li> <li>Birth Certificate</li> <li>A bill with current address</li> </ul>

Lodgement of Applications	
<ul style="list-style-type: none"> <li>• <b>By post, addressed to</b> Freedom of Information Coordinator School Curriculum and Standards Authority PO Box 816 CANNINGTON WA 6987</li> </ul>	<ul style="list-style-type: none"> <li>• <b>In person, at the Authority office</b> Level 2 Mason Bird Building 303 Sevenoaks Street Cannington WA 6107</li> <li>• <b>By email to</b> <a href="mailto:FOI@scsa.wa.edu.au">FOI@scsa.wa.edu.au</a></li> </ul>
<p>If you need assistance with completing or lodging your form or require this form in an alternative format, please telephone (08) 9273 300</p>	

Payment in Australian Dollars
<p><b>1. CREDIT CARD (MasterCard/VISA only)</b> Use this link to pay by credit card: <a href="https://www.bpoint.com.au">https://www.bpoint.com.au</a> Note: Print and attach the receipt generated after payment has been approved. Biller Code: 758003 Reference: FOI – SCSA</p> <p><b>2. TELEPHONE AND INTERNET BANKING</b> Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: <a href="https://bpay.com.au/">https://bpay.com.au/</a> Biller Code: 758003 Reference: FOI – SCSA Or Telephone (08) 9273 6300</p> <p><b>3. IN PERSON – SCHOOL CURRICULUM &amp; STANDARDS AUTHORITY OFFICE</b> Level 2 Reception – 303 Sevenoaks Street, Cannington WA 6107 (Entry via Grose Avenue) Open from 8.30 am – 4.30 pm</p>

A notice of decision will be provided within the 45 days specified by the *Freedom of Information Act 1992*, counting from the date a valid application, including the \$30.00 application fee (for non-personal information) is received by the Authority.