



Freedom of Information Application Form
Application for Amendment of Personal Records
Under Sec 31 of the Freedom of Information Act 1991

Details of Applicant

Last Name:

Given Names:.....

Australian Postal Address:.....

..... Post Code:

Tel (hm): Tel (mob):

Email (optional):

Application Details

In accordance with sec 31 of the Freedom of Information Act 1991, you are seeking amendment of personal records held by the City of Prospect. In the space provided below please provide relevant information that will assist with the identification of documents (eg date of birth, previous names, etc)

.....
.....
.....

Please tick the appropriate box - I claim that the document(s) described below, contain(s) information relating to my personal affairs that is:

- () Incomplete () Incorrect () Out of Date () Misleading

The document(s) containing the information is/are.....

.....
.....
.....

The information that requires changing is.....

.....
.....
.....

The reasons that I claim the information is incomplete, incorrect, out of date or misleading are.....

.....
.....
.....

The records should be amended to indicate the following.....

.....
.....
.....

Please attach copies of any documentation that will support your claim and indicate which, if any, documents should be returned to you.

If there is insufficient space on this form please attach separate sheets.

Applicants Signature:

Date: