

Administrative Release Application Form

The Department of Justice and Attorney-General (DJAG) is committed to open government and making information available to the community unless it is not in the public interest to do so.

Administrative release of information provides increased transparency of the information DJAG holds, and may result in a reduction in the volume of formal access under the *Right to Information Act 2009* (the RTI Act), the *Information Privacy Act 2009* (the IP Act), and any other relevant legislative mechanism allowing the public to access information held by DJAG.

DJAG collects your personal information in order to manage your application to access information under DJAG's Administrative Release Policy. We will only use your information for this purpose and it will not otherwise be used or disclosed unless authorised or required by law. Your personal information will be handled in accordance with the IP Act.

Applicant details

At least one contact method is required to ensure DJAG can contact you to discuss your request.

Name:	Phone:
Email (if applicable):	
Address (if applicable):	
How would you like to receive the information?	<input type="checkbox"/> By email <input type="checkbox"/> By mail
Preferred access format:	<input type="checkbox"/> Email <input type="checkbox"/> Photocopies
Certification Identification attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Please attach certified identification¹ with your application if you are seeking access to your own personal information so that we can confirm your identity. This is to ensure personal information is not incorrectly released to a third party.</i>	

¹ A **certified** copy is considered **valid** if it is witnessed by a lawyer or notary public, a commissioner for declarations or a justice of the peace



Type of information available

Please identify what Information you are requesting access to under DJAG's Administrative Release Scheme.

Select all relevant types of information you would like to request for this application:

Type of information available	
<input type="checkbox"/>	Statistics including information about applications and complaints
<input type="checkbox"/>	Documents provided by clients or to clients from Victim Assist can be released to the client, or another person with consent from the client
<input type="checkbox"/>	Memoranda of Understanding
<input type="checkbox"/>	Policies and Procedures
<input type="checkbox"/>	Documents provided by or to a client under the repealed Criminal Offence Victims Act 1995 or the repealed chapter of the Criminal Code (section 663) can be released to the client, or another person with consent from the client
<input type="checkbox"/>	<p>Other - <i>Please provide as much information as possible and an officer will determine whether the information can be released administratively or whether you will need to formally apply for access under the RTI Act or IP Act.</i></p> <p>Specify:</p>

Please note that the documents listed above may not be automatically released in response to a request for access. Whether or not these documents are released to the applicant may depend on the content contained within them. For example, if a file contains mixed personal information, these documents will not be released administratively.

For more information regarding your application, please email victimassist@justice.qld.gov.au or call 1300 546 587.