

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 (0.25¢ per A4 page)
Certification Identification attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><i>Please attach the following with your application:</i></p> <ul style="list-style-type: none"><i>if you are seeking access to your own personal information, certified identification¹ so that we can confirm your identity.</i><i>if you are seeking access to another persons information, a copy of a letter of consent AND certified identification from that person.</i> <p><i>This is to ensure personal information is not incorrectly released.</i></p>	

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"/>	Correspondence provided by clients to the Office of the Commissioner for Body Corporate and Community Management can be released to the client, or another person with consent from the client
<input type="checkbox"/>	Correspondence provided to clients from the Office of the Commissioner for Body Corporate and Community Management can be released to the client, or another person with consent from the client
<input type="checkbox"/>	Documents provided by clients to the Office of the Commissioner for Body Corporate and Community Management can be released to the client, or another person with consent from the client
<input type="checkbox"/>	Documents provided to clients from the Office of the Commissioner for Body Corporate and Community Management can be released to the client, or another person with consent from the client
<input type="checkbox"/>	Other - <i>Please provide a detailed description of the information you want.</i>

You must provide a detailed description of the information you want so an officer can 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.

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 bccm@justice.qld.gov.au .