



APPLICATION FOR AMENDMENT OF PERSONAL RECORDS

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Under the *Freedom of Information Act (NSW) S40.*

Applicant details		Freedom of Information Reference No.		<input type="text"/>
Applicant's name	Surname	<input type="text"/>	Given Name	<input type="text"/>
	Postal address	Street <input type="text"/>		
	Town/locality	<input type="text"/>	Postcode	<input type="text"/>
Contact	Phone	<input type="text"/>	Mobile	<input type="text"/>

Application details

In accordance with Section 40 of the *Freedom of Information Act*, I seek amendment of personal records held by:

Name of agency holding the documents

I claim that the documents(s) described below, contain/s information relating to my personal affairs that is:

- Please tick the box(es) that
- Incomplete Incorrect
 Out of date Misleading

I also claim that the information has been, is being used or is available for use, by you for an administrative purpose.

The document(s) containing the information is(are):

The information which needs changing is:

The reasons why I claim the information is incomplete, incorrect, out of date or misleading are:

Please attach any documentation which would 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.

The records should be amended to indicate the following:

Fees and charges

There are NO FEES OR CHARGES for the lodgement or processing of this application.

Where there is a significant correction of personal records and the mistakes were not the applicant's fault, all fees and charges paid for the original application and, where applicable an internal review, will be fully refunded.

Lodgement of application

This application must be addressed to:

Name of agency holding the documents

Applicant's signature

Date