

**Applicant Details**

Title (Mr/Mrs/Ms/Miss/Dr) etc	First name:	Surname:
Postal address:		
Date of Birth: (only required if requesting access to or correction of information about yourself)		
Contact phone number (business hours):	Email address:	

**Information Sought from the Menzies School of Health Research**

Are you seeking:

- Corporate information      yes/no
- Personal information      yes/no

Please provide as much detail as you can about the information that you are seeking, in particular:

- Where you expect the information is held and
- The approximate date of the information.

(Please attach additional sheets of paper if necessary).

**Fees and fee waivers**

There may be a fee for your applications to obtain corporate information. (see <http://www.infocomm.nt.gov.au/foi/cost.htm> ). There is no application fee for access to personal information. Fees may be waived at Menzies' discretion, having regard to the circumstances of the application and the objects of the *NT Information Act*, including demonstrated financial hardship. If you wish to be considered for a fee waiver, please indicate below. You will be contacted by the Menzies Information Officer to provide evidence of your financial hardship.

I would like to request a fee waiver:      yes/no

You may pay by cash (in person), credit card (in person or by mail) or a cheque made out to the Menzies School of Health Research. Please do not send cash in the mail.

**If you are paying by credit card please provide the following information:**

Name on card: \_\_\_\_\_

Credit card type: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Credit card expiry date: \_\_\_\_\_

Amount: \_\_\_\_\_

### Identification

Under s18 of the *NT Information Act*, Menzies must be satisfied as to your identity before it accepts your application. If you are emailing or posting your application, please attach a certified copy of a photo ID (eg driver's licence or passport). Certification can be done by a Commissioner for Oaths, member of the police force or registered nurse, or by a person who has known you for five years or more.

### Lodgement of application

The application, identification and if necessary the accompanying cheque should be sent to the Menzies Information Officer. This can be done by email, post or in person.

- by email to : Information Officer at [legal@menzies.edu.au](mailto:legal@menzies.edu.au)
- by post to:  
Information Officer  
Menzies School of Health Research  
PO Box 41096  
Casuarina NT 0811

Queries can be made to the Information Officer by phone on (08) 8946 8600

### Privacy Statement

The *Information Act* (NT) requires you to provide your name and address with your applications. The additional contact information is needed to enable Menzies to contact you speedily should we need more information in order to respond to your application. The personal information provided in your application will be used for purposes related to processing your request, and may be provided to relevant areas of Menzies or other organisations to the extent necessary to respond to your application.

#### Checklist:

1. Have you filled in the form correctly including providing your personal details?
2. Have you included a cheque or credit card details for the application fee if one is needed?
3. Have you provided identification?
4. Have you lodged all the documents by email, post, or in person?