



**Australian Government**  
**Migration Review Tribunal**  
**Refugee Review Tribunal**

## Request for access to documents under the *Freedom of Information Act 1982*

Please read the explanatory notes on the back before you fill in this form.

### Part 1 - FOI applicant details

Title:  Mr  Mrs  Miss  Ms  Other (specify)

Family name:

Given names:

Postal address:

Daytime phone number:  Fax No.:  Email:

Your preferred method for the Tribunal to correspond with you  Post  Fax  Email (mark one or more if applicable)

If you are seeking access to documents relating to you, please provide your

Date of birth:   
DAY/MONTH/YEAR

Tribunal file number (if known/applicable):

### Part 2 - Details of documents you seek access to

Please describe the documents you wish to access in as much detail as possible to help us identify the documents:

Please indicate whether you would prefer to:

- receive a printed copy of the documents
- receive an electronic copy (for example by CD or email)
- access the documents in another way (please specify)

Signature:

Date:

- **Please complete Part 3, if you are seeking access to documents on behalf of another person** (for example, you are a legal representative or migration agent seeking access on behalf of a client)
- **Please complete Part 4, if you are seeking access to documents that relate to a third party**

### Part 3 - Authorisation for release of documents to FOI applicant

If you are making this request on behalf of another person, that person must complete this section.

I,  (full name of person authorising access) authorise  
 (full name of FOI applicant) to access the documents  
containing my personal information described in Part 2 on my behalf.

Date of birth:   
DAY/MONTH/YEAR

Tribunal file number (if known):

Postal address:

Daytime contact phone number:

Signature:

Date:   
DAY/MONTH/YEAR

### Part 4 - Consent for FOI applicant to access third party personal information

If you are requesting access to documents which contain the personal information of another person, the tribunal may need to consult that person and seek their views before deciding whether it can provide the documents to you. To assist the tribunal to make this decision, you can provide that person's consent for you to access those documents by completing this section.

I,  (full name of person consenting to access) consent to  
 (full name of FOI applicant) accessing the documents  
containing my personal information described in Part 2.

Date of birth:   
DAY/MONTH/YEAR

Tribunal file number (if known/applicable):

Postal address:

Daytime contact phone number:

Are you providing consent on behalf of a child under the age of 18 years?

No  Yes - Please provide their details below

Child's family name:

Child's given name(s):

Child's date of birth:   
DAY/MONTH/YEAR

Are you the child's parent or legal guardian?

No  Yes

Signature:

Date:   
DAY/MONTH/YEAR

If you do not provide the consent of the person whom the information relates to, the tribunal may be required to consult that person directly.

## EXPLANATORY NOTES

If you are seeking access to documents relating to an active case before the MRT, please fill in the form  
M16 - Request for access to documents under s.362A of the *Migration Act 1958*

### 1. What is Freedom of Information?

The *Freedom of Information Act 1982* (the FOI Act) gives every person the right of access to documents held by Australian Government agencies. Documents include files, reports, computer printouts, tapes or photographs, microfiche, tape recordings, films or videotapes. Certain types of documents may be exempt from disclosure.

### 2. How do I make a FOI request?

You must:

- make the request in writing, either on this form or in a letter stating that the request is an application for the purpose of the FOI Act;
- provide contact details for the tribunal to send correspondence under the FOI Act;
- identify the documents sought; and
- post, fax or deliver your request to the Migration Review Tribunal or Refugee Review Tribunal.

### 3. Do I need to pay fees or charges?

There are no fees or charges when you lodge a FOI request for your own information.

Charges may apply if a request is made for information other than your own personal information. If charges are going to be imposed on your FOI request, you will be given written notice about this.

### 4. How will the documents be given to me?

You can view the documents at a tribunal office or the tribunal can provide you with a printed or electronic copy (via CD or email). Please indicate your preference in Part 2 of this form. In most cases, you will be given the documents in the form requested. Copies of hearing recordings will be provided on CD or as audio tape.

### 5. Can I make an FOI request on behalf of another person?

You can make an FOI request on behalf of another person. (For example, you are a legal representative or migration agent seeking access on behalf of a client). If so, that person's authorisation must be provided in Part 3 of this form.

### 6. What should I do if I want access to information about other people?

If you wish to access documents containing personal information about another person, even if this is your relative, friend or employer, the tribunal may need to consult that person before deciding whether it can provide the documents to you. To assist the tribunal to make this decision, that person can provide their written consent in Part 4 of this form.

### 7. What are my review rights?

You will be notified of your review rights if your request is not fully met. If you disagree with the tribunal's decision about your FOI request, you have the right to request an internal review.

You also have the right to ask the Australian Information Commissioner to review a FOI related decision. You must ask the Australian Information Commissioner to conduct a review within 60 days of receiving a FOI decision from the tribunal.

If you are not satisfied with the way the tribunal has handled your FOI request, and you have not been able to resolve this by contacting the office or officer dealing with your case, you can also make a complaint to the Australian Information Commissioner or the Commonwealth Ombudsman.

### SUBMIT THIS FORM TO:

#### **New South Wales Registry (applications from NSW, QLD, ACT and NT)**

Level 11, 83 Clarence Street  
SYDNEY NSW 2000  
GPO Box 1333 Sydney NSW 2001

Telephone: (02) 9276 5000  
Fax: (02) 9276 5599  
Information line: 1300 361 969

#### **Victoria Registry (applications from VIC, SA, WA and TAS)**

Level 12, 460 Lonsdale Street  
MELBOURNE VIC 3000  
PO Box 14158 Melbourne VIC 8001

Telephone: (03) 8600 5900  
Fax: (03) 8600 5801  
Information line: 1300 361 969