



Freedom of Information request for documentation

Please address all requests to:

AUSTRAC

Attn: Privacy and Information Access Team

Tower 2, Level 27

727 Collins Street

Docklands VIC 3008

Or via email: info_access@austrac.gov.au

Privacy statement

AUSTRAC ensures the protection of any personal information provided to it, as required by the *Privacy Act 1988* (Privacy Act).

AUSTRAC collects personal information on this form to fulfil its functions under the *Freedom of Information Act 1982* (FOI Act).

[AUSTRAC's privacy policy](http://www.austrac.gov.au/privacy_policy.html) contains additional information regarding AUSTRAC's privacy practices and is available at www.austrac.gov.au/privacy_policy.html.

Note: Failure to complete this form could inhibit AUSTRAC's ability to process your FOI application.

Important information

The statutory processing time of 30 days commences once the application is determined to be valid. If consultation with a third party is required, the time limit is extended to 60 days.

If the information you seek relates to the personal information of a person other than yourself, AUSTRAC will need to consult with that person if it appears to AUSTRAC that the person might reasonably wish to make a submission that the document is exempt.

If the information relates to business affairs of a third person, AUSTRAC will need to consult with the person if it appears to AUSTRAC that the person might reasonably wish to make a submission that the document is exempt. You may seek written permission from the third party/ies for the information to be released to you.

AUSTRAC prefers applicants to attach some form of identification – for example, a driver's licence or passport. A photocopy of the identification document/s provided will ensure AUSTRAC does not breach an individual's privacy. AUSTRAC does not require the original identification document/s.

Forms of communication available

You may send your FOI application to AUSTRAC in hard copy by email, or by post.

AUSTRAC prefers to receive applications and correspondence by email. AUSTRAC will consider other forms of communication such as post.

Once AUSTRAC receives information from you, either via email or any other means, the information is in a secure environment and is handled in accordance with AUSTRAC's statutory obligations under the Privacy Act. The information also becomes 'AUSTRAC information' that is subject to the protection of secrecy and access provisions in the *Anti-Money Laundering and Counter Terrorism-Financing Act 2006* (AML/CTF Act).

Your personal information will not be released unless permitted or otherwise required by law, or your consent is obtained.

You need to be aware of inherent risks associated with sending information electronically, such as via email. AUSTRAC cannot guarantee the security of the transmitted information once it has left AUSTRAC's gateway.

Applicant's contact details

Surname		
Given names		
Street address		
Suburb/city		
State and postcode		
Telephone number		
Contact hours		
Email address		

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Request

I,

request under the *Freedom of Information Act 1982*, a copy of the following documents:

To assist AUSTRAC in processing your request you may also provide additional supporting information that may be relevant.

Note: If address, identification numbers or any other details have changed in the last 10 years, please include all current and previous details below or attach on a separate sheet. This additional information is to assist AUSTRAC to correctly and promptly identify the documents you have requested.

Supporting information, as follows:

Subject's details:

Full name	
Address	
Date of birth	
Driver's license number	
Passport number	
Account number	

Enclosures

Additional information attached.	Yes / No
Written permission attached allowing AUSTRAC to release my personal information for the purpose of consulting with any affected third party.	Yes / No
Written permission from any third party to release information to me is attached. Note: If the consent is from a business or company it must be on their letterhead and signed by a director or equivalent senior manager.	Yes / No
My identification documentation is attached.	Yes / No

Signature	
Date	/ /