



Australian Government

Australian Transaction Reports  
and Analysis Centre

# FOI request

## Freedom of Information request for documentation

### Please address all requests to:

Freedom of Information Officer  
AUSTRAC  
PO Box 5085  
KINGSTON ACT 2604

Or via email: [info\\_access@austrac.gov.au](mailto:info_access@austrac.gov.au)

### Privacy statement

AUSTRAC is collecting information on this form to enable your request for documents to be processed. This information is collected under section 15 of the *Freedom of Information Act 1982* (FOI Act). This information may be transferred where the documents requested are held by another government agency. This transfer will occur with the agreement of the other agency.

### 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 to us will ensure we do not breach an individual's privacy. We do not require the original identification document/s.

### Forms of communication available

- You may send your FOI application to us in hard copy by post or by email.
- AUSTRAC prefers to send correspondence/documents via post. AUSTRAC will consider other forms of communication, such as email. Please advise our Freedom of Information Officer of your preferred method.
- Once AUSTRAC receives information from you either via email or any other means the information is in a secure environment. Your personal information will not be released unless permitted by law or your permission is obtained.
- You need to be aware of inherent risks associated with sending information electronically, such as via email and AUSTRAC cannot guarantee the security of the transmitted information once it has left our gateway.

## Applicant's contact details

Surname:.....

Given names:.....

Street address: .....

Suburb/city:.....

State: Postcode:.....

Telephone number:.....Contact hours:.....

Email address:.....

## Freedom of Information request for documentation

### 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 licence number: .....

Passport number: .....

Account number: .....

### Enclosures

- **Additional information attached.**
- **Written permission attached allowing AUSTRAC to release my personal information for the purpose of consulting with any affected third party.**
- **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 letter head and signed by a director or equivalent senior manager.
- **My identification documentation is attached.**

Signature: .....

Date: .....