

Your name and address

The FOI Coordinator  
Department of Community Services  
Ashfield NSW

(Date)

Dear Sir/Madam,

(As my child's guardian) I am writing to apply for a copy of my child's Department of Community Services (DoCS) file under the Freedom of Information (FOI) Act. Her/His name is \_\_\_\_\_ and (she/he) was born on the \_\_\_\_\_.

I understand that this application will also cover any other DoCS created administration or legal file, or correspondence that bears my child's name.

Please find enclosed a (cheque or postal order) for (fifteen dollars to cover administrative costs as I am a pensioner) (thirty dollars to cover administrative costs). I also enclose photocopies of two pieces of identification, as verification of my identity. (one of which is a copy of my pension (disability) card).

I understand that you cannot reveal to me the name of the notifier, and I would wish for you to blank out the name of the notifier, before sending me a copy of the Notification intake Sheet.

If you are unable to provide me with all of the information that I have requested, please advise me in writing, the information that has been omitted and the reason for the information's omission. I understand that you are obliged to give me the true reason for any document's omission, which is required of you under the Act.

My understanding is that under the FOI Act I can anticipate receiving a copy of my child's DoCS file(s) within twenty-one days of the date that you receive this application.

I thank you in advance for your consideration in this matter.

Yours sincerely

(Your name)