

Application to access information

Use this form if you want to apply to correct personal information about you held by the Department of Tourism and Hospitality.

Your details			
First name		Last name	
Phone		Email	
Postal address			
Information required			
Name the organisation that holds the information you want	Department of Tourism and Hospitality		
Describe the document that contains the information you want corrected: Please provide as much detail as you can, e.g. is it a letter? A printout? A report? A what is the date of the document? Who is the author? To whom is it addressed? Where did you get the document from? Do you have a copy? If yes, please attach. (Attach another sheet of paper with more details, if necessary.)			
What personal information do you want corrected? Where is it in the document?			
Why is the personal information inaccurate, incomplete or out of date?			

What correction(s) do you want to make to the information?			
Identification (mark box with X if relevant)			
The department needs proof of your identity. You may attach a copy of an identification document (e.g. driver's licence, passport, etc) if you are emailing or posting this form. If you are applying in person to the organisation, you may produce your identification document to an official, or they may be able to confirm your identity in some other way. If the organisation needs more, it will contact you.			
I attach a copy of an identification document.			
Signed		Date	

Lodgement of application

Applications can be lodged either via the post:

Freedom of Information Unit
 Department of Tourism and Hospitality
 GPO Box 2391 Darwin NT 0801

Or email to: foi@nt.gov.au

Privacy

The *Information Act 2002* requires you to supply your name and an address for correspondence, as well as sufficient details to identify the information you want. Additional contact details will assist the organisation to process your application. Some personal information may have to be disclosed to other people in order to satisfy consultation requirements under the Act and make an informed decision on your application.

More information

For more information about access to NT Government information under the *Information Act 2002* you can visit www.infocomm.nt.gov.au or contact the Office of the Information Commissioner:

Phone: 1800 005 610 or 08 8999 1500

Email: infocomm@nt.gov.au

Post: PO Box 3750, Darwin NT 0801.

If you require assistance filling out this form, contact the information officer via email foi@nt.gov.au.