



Application Fee

Access applications incur a \$30 application fee unless the application is limited to personal information only. Is your application for access to information limited to personal information only?

Please sign one

Yes: I limit my application to documents which contain my personal information.
<i>Signature of Applicant:</i>
No: I understand that my application will incur a fee of \$30, and that my application will not be processed until payment has been received by RGRC by cheque, money order, or cash.
<i>Signature of Applicant:</i>

Processing Charges

Your application may incur processing charges regardless of whether or not it is limited to personal information. The processing charges are set out in the *Information Regulations*. If you are required to pay processing charges, Roper Gulf Regional Council may give you a statement estimating the applicable charges and require you pay a deposit of up to 50% before proceeding to process your application.

You may apply for a waiver of charges, as well as the application fee in limited circumstances. If you wish to apply for a waiver please contact Governance and Corporate Planning for further information.

Identification

Please attach 100 points of identification in the form of certified copies, or, if applying in person, present the identification to the receiving officer who will make a copy. Access applications will not be considered unless sufficient identification information is provided to establish the identity of the applicant.

Further Information

For further information pertaining to s18 *Information Act* access applications, please contact Governance and Corporate Planning, or the Information Commissioner. Further information is also available on the Information Commissioner’s website at the following location:

<https://infocomm.nt.gov.au/resources/guidelines>

Declaration

I hereby declare that all the information supplied by me concerning this application is complete and accurate. If any information may be considered to be misleading or untrue in any respect, I understand that Roper Gulf Regional Council may take such action as it believes necessary, including disclosure of the information to any person or body which Roper Gulf Regional Council considers has a legitimate interest in receiving it and I consent to such a disclosure. I accept that the information provided by me in this application may also be disclosed to other persons and/or bodies where such disclosure is required by law.

Signature:

Date:

PROOF OF IDENTITY

Please tick appropriate box

Name of Applicant:

Date of Birth: / /

PLEASE INDICATE ITEMS SUBMITTED TO EQUAL 100 POINTS

Primary Identification	Score	Tick ✓
• Passport*	70	
• Citizenship Certificate*	70	
• Birth Certificate*	70	
Licence issued under a law (e.g. driver's licence. Current gun licence)	50	
Employment ID:		
• ID card issued by employer (name and address only)	35	
• ID issued by employer (name only)	25	
Letter from employer (within last two years)		
• Confirming name and address	35	
Rates notice	35	
Credit/Debit Cards/Passbooks (only one allowed per institution)	25	
Medicare Card	25	
Membership Card		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
Children Under 18 years (any one of the following)		
• Birth Certificate	100	
• Passport	100	
• Written statement signed by a Principal Officer confirming attendance at an educational institution on a letterhead of that institution	100	
Recent Arrival in Australia (less than six weeks)		
• Passport	100	

**only one allowed per application*

ONLY IN THE ABSENCE OF THE PRIMARY FORMS OF IDENTIFICATION ABOVE WILL THE FOLLOWING BE ACCEPTED AT A LOCAL COMMUNITY LEVEL – NOT ACCEPTED AT A MAJOR CENTRE WHERE THE APPLICANT IS UNKNOWN TO THE PERSON PROCESSING APPLICATIONS:

	Score	Tick ✓
Statutory Declaration from an officer employed by the Department of Health (i.e. Sister-in-Charge) giving name, date of birth and place of birth of applicant	50	
Statutory Declaration from Community Council President giving name, date of birth and place of birth of applicant	50	
Statutory Declaration from Aboriginal Community Police Officer or local JP acknowledging name, date of birth and place of birth	50	