

# Application to Correct Personal Information

## Under the Information Act 2002 (NT)

In order to progress your application the Department of Territory Families, Housing and Communities will need to sight your personal identification (see Note 1 overleaf). For information on where to lodge this application form see Note 2.

Fields marked with an asterisk (*) are required. Fields marked with a caret (^) are for office use only.			
<b>Applicant details</b>			
Title* (Mr/Mrs/Miss/Ms/Other)			
Surname*		Given names*	
Telephone A/H*		Telephone B/H*	
Fax*		Email address*	
Address*			
Preferred contact method* (Phone/Mail/Email/Fax)			
<b>Information to be corrected*</b>			
Please provide sufficient details for the information you are requesting to correct so that the department will be able to identify the information – e.g. dates, location, subject matter etc. If insufficient space, please attach a separate sheet of paper.			

Reason for application to correct personal information *			
Please provide the reason/s for your information to be corrected, for example - my personal information held by the department is inaccurate, incomplete, or out of date etc. If insufficient space, please attach a separate sheet of paper.			
Specify the correction you want to make to your personal information *			
If insufficient space, please attach a separate sheet of paper.			
Fees and charges			
There are no fees and charges in relation to an application to correct personal information.			
Declaration			
I certify that the information supplied by me concerning this application is complete and true to the best of my knowledge.			
<b>Signature*</b>		<b>Date*</b>	
<p><i>The Information Act 2002 requires you to supply your name and address for correspondence. This Department also collects other personal information in this application for the purpose of responding to your request. The information may be disclosed to other agencies where a review or complaint arises from the application, where another agency is required to deal with the application, or where disclosure is required by law. The application may be delayed if you do not provide detailed information in full. You have a right to access and correct the information held about you. If you have any queries or concerns please contact the Department of Corporate and Digital Development (DCDD) Freedom of Information unit on (08) 8935 7642, email FOI@nt.gov.au or write to GPO Box 2391, Darwin, NT 0801..</i></p>			

## Notes for correction of personal information form

### Note 1 - Identification

You will be asked to show identification when lodging this application. If posting your application, please attach a photocopy of your driver's licence, passport, or other form of approved identification documentation. This is to ensure that the Department is satisfied as to your identity.

### Note 2 - Where to lodge this application

This application can be posted or emailed to the:

Freedom of Information unit  
Department of Corporate and Digital Development  
GPO Box 2391, Darwin NT 0801  
Email: [FOI@nt.gov.au](mailto:FOI@nt.gov.au)

It can also be lodged at any office of the department in all NT major centres. In remote communities it should be posted or faxed to the above address. If you require assistance with completing this application you can contact the Freedom of Information on (08) 8935 7642.

### Note 3 - Response to your application

The department shall respond to your request within 30 days after accepting your application in accordance with section 31 of the Act. A notice of decision will be provided notifying you of the department's decision including your appeal rights should you be unhappy with the outcome. (Refer to note 4 below regarding decisions the department can make in relation to your application).

### Note 4 - Decisions in relation to your application

The department response to your application could:

- Correct the information as requested;
- Correct the information but different from the one specified in your initial application;\*
- Correct the information in part;
- Refuse to correct the information;\*
- Require more time;
- Transfer the application;

(Refer to sections 34-37 of the Act).

*\* If in your opinion the information as corrected (or not corrected) is inaccurate, incomplete or out of date, you are entitled to request that a statement to that effect be associated with the information and kept on the record.*