

**Please read the following information carefully before proceeding with your application.**

The purpose of this form is to allow applications to amend your personal information under the *Right to Information Act 2009* (RTI Act). Before filling out the form, check with the RTI officer of the agency you want to amend your personal information with. For a list of departmental **RTI officers** visit: [www.rti.qld.gov.au/rti-ip-agency-contacts](http://www.rti.qld.gov.au/rti-ip-agency-contacts). Some agencies also have their own forms, but using one is optional. For general information about the RTI application process, visit: [www.rti.qld.gov.au](http://www.rti.qld.gov.au).

You can apply for amendment of your personal information if you have accessed the personal information and believe it is inaccurate, incomplete, outdated or misleading. There is no fee, but you must provide evidence of identity (ID). If applying on someone's behalf, you must provide evidence of authorisation to act and their ID.

**Note:** ▲ \_\_\_\_\_ you must fill in fields with this symbol.

## Contact details

Please provide your name and contact information, like a phone number, email, or address to which notices may be sent. If you are applying for someone else, use your own contact details here. This information will help us to deal with your application.

Title (Optional – e.g., Mr, Mrs, Ms, Miss, Other) \_\_\_\_\_ Given name/s ▲ \_\_\_\_\_

Family name ▲ \_\_\_\_\_

Postal address \_\_\_\_\_ Postcode \_\_\_\_\_

**Preferred method of contact** (Please indicate in order of preference, your preferred method of contact and provide relevant contact details below. If you choose email or post, please also provide a telephone number. If you choose to give us an email for communications, you might be consenting to your personal information being stored or processed outside Australia. If this is a concern, provide a postal address).

Phone  Fax  Mobile  Email  Post

▲ \_\_\_\_\_  
\_\_\_\_\_

## Application details

1. Are you seeking to amend information on someone's behalf?

No  Yes  Given name/s \_\_\_\_\_

Family name ▲ \_\_\_\_\_

Please attach **evidence of your authorisation to act on the person's behalf.**

(for example: a client agreement if you are a solicitor or written authorisation from the person concerned).

**If you are an eligible family member**, and you wish to amend documents on behalf of a deceased relative, you must provide proof of your relationship to the relative.

**Note:** Eligible family members include the deceased's spouse, adult child, parent, or others listed in the RTI Act. A person who has an appropriate interest in the amendment of the deceased's personal information may also apply on the deceased's behalf. Contact the RTI officer if unsure.



**2. Which Queensland Government agency or Minister are you applying to?**

**3. Particular details:**

Please specify and detail information about the amendment you seek:

**a. Describe the document/s you wish to amend, and select from the options below:**

Letter / Memo     Report     File     Form

Other  (please specify): \_\_\_\_\_

**b. If personal information is **inaccurate** or **misleading**, explain why and suggest changes. (Attach the document with marked sections, if possible)**

**c. If personal information is **outdated** or **incomplete**, explain what's needed and suggest changes. (Attach the document with marked sections, if possible)**

**d. Provide extra information if needed. (Attach additional pages if necessary)**

**4. Evidence of identity**

To apply to amend your personal information, you must provide evidence of ID with your application or submit it shortly after to proceed. If applying on behalf of someone else, provide their ID and evidence of your authorisation to act on that person's behalf.

**Applying:**

- **by post** – include the completed application form and, if required, a certified copy of ID and the agent authority.
- **in person** – deliver the application and, if required, show original ID and agent authority to the RTI officer.
- **by email or fax** – email or fax the application form and, if required, a certified copy of ID and the agent authority.

(Copies of some documents must be certified by a lawyer or notary public, a pharmacist, a commissioner for declarations or a justice of the peace, and not all agencies accept applications by email – check with the agency you're applying to)

**Note:** *Examples of documents that may provide sufficient evidence of identity include:*

- current driver's licence
- digital driver's licence
- current passport
- birth certificate
- copy of a prisoner's identity card certified by a corrective services officer
- statutory declaration of an individual who has known the applicant for at least one year. (A statutory declaration form can be downloaded at [www.publications.qld.gov.au/dataset/statutory-declaration-affidavit](http://www.publications.qld.gov.au/dataset/statutory-declaration-affidavit))

# Declaration

**Collection Notice:** The information you provide on this form will be used to communicate with you and process your application. Your information may be shared within the agency, with another agency if they are processing your application or with the Office of the Information Commissioner.

Collection of the personal information on this form is required by or authorised under the *Right to Information Act 2009*. Without enough personal details, we may not be able to contact you to discuss your application and we may be unable to amend documents. Please note that your information will be dealt with under the Queensland Privacy Principles (QPPs) as outlined in the *Information Privacy Act 2009* (IP Act). Each agency or Minister has a QPP Privacy Policy, which contains information on how you may otherwise access your personal information, seek correction of your personal information, or complain about a breach of the QPPs, or a QPP code under the IP Act. For Ministers' QPP policies, please visit <https://cabinet.qld.gov.au/ministers-portfolios.aspx>.

By signing this form, I declare that:

- The information provided in this form is complete and correct
  - I have read the collection notice
  - Where applicable, I have attached required supporting documents OR if I cannot attach them, I will provide them to the agency as soon as possible after making the application.
- I understand that under s 176, it is an offence to give misleading information about my identity, and that doing so may result in a decision to refuse to process my application.

Signature ▲ \_\_\_\_\_ Date ▲ \_\_\_\_/\_\_\_\_/\_\_\_\_

## Office use only

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_ RTI Ref \_\_\_\_\_

Satisfied as to Identity of Applicant No  Yes  Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Identity Document Sighted No  Yes  Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Receiving Officer (print name) \_\_\_\_\_

Decision Maker Assigned to Application (print name) \_\_\_\_\_