



Information Access Application Form

Access to information and documents held by the Department of Veterans' Affairs (DVA)

Proof of identity may be required when requesting personal information.

Proof of relationship is required when requesting personal information relating to another individual. Please include proof of identification, proof of relationship or an authority to act on their behalf.

What documents are held by DVA?

DVA holds information relating to Veterans that have made a claim with the Department. This may include information provided by the veteran, the Department of Defence or third parties. DVA also holds corporate and non-personal information that may be available by information access.

To access DVA held information, please contact:

Email: information.access@dva.gov.au

Post: **Information Access Unit**
Department of Veterans' Affairs GPO Box 9998
BRISBANE QLD 4001

Phone: **1800 VETERAN** (1800 838 372)

What documents are NOT held by DVA?

Service Records (or dossiers) from World War 1 and World War 2 are available from the National Archives of Australia (www.naa.gov.au). All other service and medical records can be obtained from the Department of Defence by the person concerned.

To access Defence Archived information, please contact:

Defence Archives

Post: **Defence Archives**
PO Box 225
QUEENSCLIFF VIC 3225

Phone: 1800 333 362

Access to Defence held information:

To access information held by the Department of Defence, such as service records, please contact:

Defence - Information Access Unit

Email: information.access@defence.gov.au

Privacy notice

Personal information is protected by law, including the *Privacy Act 1988*. Personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants.

Go to www.dva.gov.au/privacy for more information about how DVA manages personal information.

Section A About the Applicant or DVA Client

1. Surname

2. Given name(s)

3. Contact details

Phone

Provide at least one method of contacting you in writing

Email

Address

State

Postcode

4. If you are requesting information about a DVA client, what is your relationship to the client (e.g. self, advocate, widow, next of kin?)

5. Applicant's signature



Date

Section B About the DVA Client (optional)

Complete this section **only** if you are requesting access to information about a DVA client (including if the information is about you)

6. Surname

7. Given name(s)

8. Other name(s) by which the client may be known

9. Client contact details

Phone

If different from above, provide at least one method of contacting you in writing

Email

Address

State

Postcode

10. DVA file number

11. Service number

12. Branch of service

13. Date of enlistment

14. Date of discharge

15. Date of death

(if applicable)

16. Authority to request personal information

- I, the DVA client above (or a person with appropriate authority), authorise the applicant at **Section A** to request the information at **Section D** that relates to me. I authorise DVA to deal with the applicant with regard to my information.

17. Signature



Date

Section C Access Request

18. Method Of Access

You may access information and documents held by DVA by the following methods. Tick **ONE** box

I request documents from DVA under Administrative Access, suitable for personal information about our DVA clients.

I request documents from DVA under s 15 of the *Freedom of Information Act 1982* (The FOI Act), suitable for corporate/non-personal information DVA may hold.

I am requesting information under s 331 of the *Military Rehabilitation and Compensation Act 2004*, s 59 of the *Safety, Rehabilitation and Compensation (Defence-related Claims) Act 1988* or under APP12.
State which one here:

Section D Documents or Information requested

19. Describe as clearly as possible the documents or information you are seeking to access

Please use **Block Letters** if you are filling this form in by hand.

Charges

Under the Freedom of Information Act 1982 (the FOI Act), individuals who make an application for their own personal information will not be subject to fees or charges. All other FOI Act requests may be subject to charges. Requests under other access mechanisms will not be subject to fees or charges.

You will be notified if charges are payable in relation to your request.