# FOI Application Form

## Request to Amend a Document Containing Personal Affairs Information

#### Under Section 31 of the *Freedom of Information Act 1991* (SA)

Please read thefact sheet ‘Requesting amendment to University records concerning your personal affairs’ available on the University’s FOI website at <https://www.adelaide.edu.au/legalandrisk/ua/media/2508/foi-fact-sheet-request-for-amendment.pdf> before completing and lodging your application.

|  |  |
| --- | --- |
| **Details of applicant** | |
| Surname: | |
| Given names: | |
| Australian postal address: | |
| Suburb: | Postcode: |
| Preferred contact method if the University needs to discuss this application:  Email:  Phone: | |
| To verify your identity, please attach a copy of photo identification. | |
| **Details of application** | |
| In accordance with Section 31 of the FOI Act, I seek amendment of the following records held by the University of Adelaide that contain information concerning my personal affairs.  *Please describe the documents* | |
| *Please provide other relevant information that will assist with the identification of documents e.g., date of birth, previous names, etc. Please attach copies of any supporting documentation and indicate which, if any, documents should be returned to you.* | |
| I claim that the documents described below contain information relating to my personal affairs that is:  *Please place a tick in the appropriate boxes*  incomplete  incorrect  out-of-date  misleading | |
| *In what way is the information incomplete, incorrect, out-of-date or misleading?* | |
| The records should be amended to indicate the following: | |
|  | |
| Applicant’s signature: | |
| Date: …….. / …….. / 20…… | |

**Note: If there is not enough space on this form, please attach extra pages.**

**Once you have completed the information required in this application form, please send it to** [**foi@adelaide.edu.au**](mailto:foi@adelaide.edu.au)**.**

Alternatively, you can post or deliver it (along with the supporting documentation) to:

The Freedom of Information Officer

Legal Services Branch

The University of Adelaide SA 5005

**Office use only**

Received on …….. / …….. / 20……

Acknowledgment sent on …….. / …….. / 20……

Determination sent on …….. / …….. / 20……