



APPLICATION FOR AMENDMENT OF RECORDS
FREEDOM OF INFORMATION ACT 1991

APPLICANT DETAILS

Title: (Mr/Ms/Mrs/Miss) Surname:.....

Given Name(s): DCS ID No:

Postal Address/Prison:

Postcode: Contact Number:

DETAILS OF APPLICATION

In accordance with Section 30 of the *Freedom of Information Act 1991*, I apply for an amendment of my personal records held by the Department for Correctional Services. The **attached** document was received under the FOI Act on .../.../... reference: CEN/.../.....

I claim that the document (attached and/or correctly described below) contains information concerning my ***personal affairs*** and that the information is:

- Incomplete Out of Date Incorrect Misleading

I also claim that the document(s) is available for use by the agency in connection with its administrative functions by/at.....

The document containing the information is **attached** and described as:

(If the document is not attached you are required to correctly describe or provide a reference to it. If the document cannot be located the application may be delayed until the correct document is located.)

.....
.....

In my opinion the information that needs changing is:

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.....
.....
.....

The reasons why I claim the information is incomplete, incorrect, out of date or misleading:

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.....

In my opinion the document should be amended as following:

(You should identify the exact information and its location (page/paragraph) in the document.)

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.....

FEES AND CHARGES

There are no fees or charges required for an application to amend personal records.

Applicants signature: **Date:**

Please return forms to:

Freedom of Information
C/- Department for Correctional Services
GPO Box 1747
ADELAIDE SA 5001