



**APPLICATION FOR INTERNAL REVIEW  
FREEDOM OF INFORMATION ACT 1991  
(Community based clients, Members of the Public & Members of Parliament)**

**APPLICANT DETAILS**

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

Given Name(s): ..... DCS ID No: .....

Postal Address: .....

Postcode: ..... Contact Number: .....

**ONLINE APPLICATION**

You can now apply for an Internal Review under the *Freedom of Information Act 1991* online at <https://www.sa.gov.au/topics/about-sa/government/FOI-application>.

**DETAILS OF REQUEST**

I submitted an application to the Department for Correctional Services requesting access to documents in accordance with the *Freedom of Information Act 1991*.

- I have not received a response within 30 days, and my application is deemed refused.
- I am not satisfied with the determination made by the Department for Correctional Services, dated ...../...../....., therefore, I seek a review because:

- ( ) I have been refused access to a document
- ( ) I have been refused access to part of a document
- ( ) I have been refused a request to amend a personal document
- ( ) I have been given access to a document but access has been deferred
- ( ) I believe I have been charged too much

- ENCLOSED** is a cheque/money order for the prescribed application fee of **\$37.50**.
- WAIVER** of fees and charges was accepted when I submitted my application for access to the documents.
- PROOF OF IDENTITY** was provided when I submitted my application for access to the documents.

**Applicants signature:** ..... **Date:**.....

Please return forms to:

Freedom of Information  
C/- Department for Correctional Services  
GPO Box 1747  
ADELAIDE SA 5001  
Email: [dcoreleaseofinformation@sa.gov.au](mailto:dcoreleaseofinformation@sa.gov.au)

Telephone enquiries to **8226 9324**