



**PUBLIC ENQUIRY
DEPARTMENT**

P.O. BOX 120
CONCORD NSW 2137

TEL: 190 222 0346
Calls charged at \$5.45 per minute,
higher from mobile and payphones

ACN: 087 400 379
ABN: 84 087 400 379

TICA Access Request Via Mail

Upon receipt of your request your details will be entered into our system and all reports will be generated. This will be forwarded to our accounts department to process a \$19.80 (Inc GST) tax invoice which will be posted to you in your stamped self addressed envelope. Payment must be by Bank Cheque, Money Order or Credit Card. Once TICA receives your payment your report will be forwarded to you.

Please allow up to five working days to process your request and then a further eight working days to forward the results to you.

Our office is closed during NSW Public Holidays and throughout the Christmas period from Christmas Eve until the first working day of the New Year. During these times TICA will not be processing any tenant enquiries.

Minimum requirement being your full name, date of birth and current address must be supplied to TICA in this request.

Please print clearly

Given name: _____ Surname: _____

Licence No _____ DOB: _____

Passport No: _____ Phone No: _____

Previous Address: _____

Mailing Address: _____

Signature Date

Privacy Statement for TICA - Access Request Via Mail

We are required at law to advise you of your rights in relation to your privacy.

The information supplied by you to TICA is required by TICA to prove who you are and that you made an enquiry about yourself. This information has been obtained to protect your privacy and your rights. The information you have provided is protected under the Privacy Act and TICA has a legal obligation to protect the information you have just provided from any misuse.

The information you have supplied to TICA can only be used for one purpose and that is for you to inquire if your name has been listed on any of the TICA databases.

None of the information provided to TICA in this request can or will be passed on to any other person or corporation in any circumstances whatsoever. In the event that you may be listed on the TICA Database none of the information provided by you in this request will be passed onto any member that has listed you.

The information provided by you in this request will remain on the TICA Public Enquiries Database for a period of four years. The TICA Public Enquiry Database is only used by TICA for internal purposes. Information contained within our Public Enquiry Database can only be passed on to Government Departments and or Government Agencies both State and Federal as defined in the Privacy Act and as required by law.