



PUBLIC ENQUIRY DEPARTMENT
P.O. BOX 120
CONCORD NSW 2137
NO PHONE NUMBERS PROVIDED FOR TENANTS
ACN: 638 779 521
ABN: 70 638 779 521

NSW Access Request to Personal Information under the Australian Privacy Principles

Under the Australian Privacy Principles, you are entitled to request a copy of any Personal Information that an organisation has recorded about you.

You need to:

- 1. Complete this form and send to TICA via post (please enclose a stamped self-addressed envelope or your email address).
2. Upon TICA receiving a request TICA will generate an invoice for \$19.80 and post or email it to you.
3. Upon TICA receiving the fee TICA will forward the results by post (in your stamped self-addressed envelope) or by email (whichever you choose).

The fee for your information can only be paid by:

Direct Bank Transfer (using the invoice number supplied by TICA as your reference)

Applicant details (please ensure you write clearly to avoid errors):

First Name: [input] Middle Name: [input]

Surname: [input] Date of Birth: [input]

Current Address: [input]

Drivers Licence Number: [input] State of Issue [input]

Proof of Age Number: [input]

Contact Number: [input]

Email Address (for your report to be sent to): [input]

* If you do not have an email address, please include a Stamped Self Addressed Envelope

Required (photocopy) copy of:

- Drivers Licence (back and front)
Or
• Proof of Age Card (back and front)

Please post this form together with the photocopied documents to PO BOX 120, Concord NSW 2137 attention "Compliance Officer".

I declare that the information provided to TICA to process my request is current, complete and up to date.

Signed: [input] Print Name: [input]

Date: [input]