

## **Making a Request to Amend an Agency's Records Concerning your Personal Affairs**

Please read the following information prior to completing the attached application form to amend an agency's records containing personal affairs information.

### **Requests for Amendment**

You can seek an amendment to a document, that you have previously been given access to, if the document contains information about your own personal affairs that in your opinion is incomplete, incorrect, out-of-date or misleading.

You will need to provide sufficient information to enable the document to be identified and you must specify the amendment you wish to have made.

Applications for amendment will be dealt with by the agency's Accredited FOI Officer.

After processing your application the agency is required to provide you with a written determination in relation to your application. This is called a Notice of Determination. The Notice of Determination will include the agency's decision in relation to your request and, if your request has been refused, the reasons why this has occurred.

### **Notations**

If an agency refuses to amend its records you can request the agency to add a notation to those records. This request must be made in writing and include the notation to be added.

A notation can specify the reasons why you believe the information about your personal affairs is incomplete, incorrect, out-of-date or misleading and include information you believe necessary to complete your records or bring them up-to-date.

### **How long will it take?**

A request for amendment will be dealt with as soon as practicable or within 30 (calendar) days of it being received.

If you do not receive a determination within 30 (calendar) days you can assume that the agency has refused your application but it is advisable that you contact the agency to discuss.

### **What if the agency refuses?**

If the agency refuses your request to amend its records or to add a notation you can lodge an application for review or appeal. The agency will advise you of your rights to review or appeal.

### **How much will it cost?**

There are no fees or charges payable in relation to a request for amendment, or a request for a review, that seeks an amendment to information concerning your personal affairs in an agency's records.

### **Further Information**

If you need assistance in making an amendment application you may like to contact the Accredited FOI Officer in the agency that holds the record concerning your personal affairs.

Further information can also be sought from State Records of SA on telephone 8204 8786 or via our website at [www.archives.sa.gov.au](http://www.archives.sa.gov.au).

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**Application to Amend a Document containing Personal Affairs Information**  
**under s.31 of the *Freedom of Information Act 1991***

**Details of Applicant**

Last Name .....

Given Names .....

Australian Postal Address .....

.....Post Code .....

Tel (hm) .....Tel (wk) .....Tel (mob) .....

Email (*Optional*).....

**Application Details**

In accordance with s.31 of the FOI Act, I seek amendment of my personal records held by

Agency Name .....

Please provide other relevant information that will assist with the identification of documents  
(eg date of birth, previous names etc)

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

I claim that the document(s) described below, contain(s) information relating to my personal affairs that is:

**incomplete**       **incorrect**       **out of date**       **misleading**

*(Please place a tick in the appropriate box)*

The document(s) containing the information is/are: .....

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

The information that requires changing is: .....

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

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

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

*(Please attach copies of any documentation that would support your claim and indicate which, if any, documents should be returned to you)*

The records should be amended to indicate the following: .....

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

If there is insufficient space on this form, please attach separate sheets.

**Applicant's Signature** .....

Date ..... / ..... / 20.....

**OFFICE USE ONLY**

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Received on ..... / ..... / 20.....

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