

|  |
| --- |
| Freedom of Information request |

Making a request

To make a Freedom of Information request, you will need to put your request in writing.

You can use the form below, or send a letter via post or email detailing your request to the Freedom of Information Officer at:

* Email [PrivacyFOI@mhwc.vic.gov.au](mailto:PrivacyFOI@mhwc.vic.gov.au)
* Level 26, 570 Bourke Street, Melbourne VIC 3000.

In accordance with the *Freedom of Information Act 1982*, your request will need to be accompanied by a $32.70 application fee, or evidence that you qualify for having the fee waived due to hardship (e.g. a copy of your Health Care Card).

| Request form | | | |
| --- | --- | --- | --- |
| Date: | | | |
| Surname: | | First name: | |
| Phone number: | | | |
| Email address: | | | |
| Postal address: | State: | | Postcode: |
| I would like access to the following document(s): | | | |
| Signature of applicant: | | | |

For more information, please contact the Freedom of Information Officer on 1800 246 054 (free call) or Email [PrivacyFOI@mhwc.vic.gov.au](mailto:PrivacyFOI@mhwc.vic.gov.au)