



Western Australia Police Force

Application for Documents Outside of the *Freedom of Information Act 1992*

Information Release Centre

Office of Information Management, Policy & Legislation
Level 5 Westralia Square, 141 St Georges Terrace
PERTH WA 6000
Enquiries: (08) 6229 5900

This form may be used by **individuals only** to apply for specific personal documents outside of the *Freedom of Information Act 1992*. Applications from representatives must be made in writing, on company letterhead and include signed authority from the individual. Available documents (please tick if required):

- History for Court Document (no fee)** – Your complete, certified criminal record detailing all criminal and traffic convictions, including non-disclosable outcomes such as juvenile and spent convictions. This document is strictly for **court purposes only** and cannot be used for screening (e.g. pre-employment, immigration).
- Replacement copy of Statement of Material Facts (\$98.00)** – A replacement prosecution document describing the circumstances of an offence for which you were charged. This document does not contain the outcome of the court hearing.
- Personal Statement made to Police (no fee)** – A replacement copy of your victim/witness statement made in relation to a criminal offence or a traffic crash.

Details of Applicant				
SURNAME	GIVEN NAMES		DATE OF BIRTH	
POSTAL ADDRESS		SUBURB	STATE	POSTCODE
TELEPHONE	EMAIL ADDRESS			

Document Particulars
PLEASE PROVIDE SUFFICIENT DETAIL REGARDING THE OFFENCE / CHARGE / INCIDENT TO ALLOW THE DOCUMENT(S) TO BE LOCATED.

Reason for Request
PLEASE STATE THE REASON FOR APPLYING FOR THE DOCUMENT(S).

Application Checklist (Applications must include the following to be accepted)	
<input type="checkbox"/>	Completed application form.
<input type="checkbox"/>	A copy of your photo identification (e.g. driver's licence, photo card, passport).
<input type="checkbox"/>	Payment (if applicable). Cheques and Money Orders to be made payable to "The Commissioner of Police". Money Order vouchers cannot be accepted and will be returned.
<input type="checkbox"/>	Application lodged in person at the Information Release Centre, or by post to LOCKED BAG 20, PERTH BUSINESS CENTRE WA 6849.

APPLICANT SIGNATURE _____ DATE _____