

Factsheet No. 13

Lodging a GIPA Application with NSW Police by Post



What is this guide for?

There are two ways to make a GIPA application – by post or using the online form. This factsheet is a step-by-step guide to applying by post using the standard GIPA Application form. If you want to apply online, see *RLC Factsheet No: 14: Lodging a GIPA Application with NSW Police Online*, available here: <http://bit.ly/rlc-fs14>

Factsheet No: 12: Accessing Information from NSW Police via GIPA (see: <http://bit.ly/rlc-fs12>) explains your right to access information from NSW Police, the application process, documents you can seek, time limits and appeals.

Standard Form

The NSW Police Force Information Access Unit has a standard form for information access applications. You do not need to use the standard form but it is the simplest way to make sure you are making a valid application.

You can download an application form from the NSW Police website here: <http://bit.ly/gipa-ac>

Once completed, post it to:

NSW Police InfoLink Unit
Locked Bag 5102
Parramatta NSW 2124

Section 2: Information requested

You should try to be as specific as possible about the documents you want from NSW Police. Generally speaking, if you have been involved in an incident with NSW Police you should specify the date and location of the incident (or give a range if you are unsure of the exact date) and ask for all relevant documents relating to the incident, including:

- COPS records, including event summaries
- Police notebook records
- CAD Incident Log (information about calls to 000)
- VKG logs and VKG radio (information about calls made over police radio)
- Body-Worn Video.

If you were taken into **custody** you should also ask for:

- Custody management records
- Records related to charges
- Criminal record
- Property docket
- CCTV showing you at the station
- ERISP transcript (transcript of an electronically recorded interview).

If you were stopped while **driving** you should also ask for: Dash Cam (in-car video).

If you were **tasered** by police you should also ask for: TaserCam (taser video).

If you apply for notebooks records, it may slow down the processing of your application because these are stored at local police stations or government archives rather than centrally.

Section 4: Proof of identity

If you are asking for information about yourself, you will need to provide a copy of your driver's licence, passport or other proof of identity document (such as a proof of age card or pension concession card). If you don't have one of these, a document showing your name, address and signature will usually be enough.

Section 5: Application fee

The GIPA application fee is \$30.00. The form states that the fee is payable by cheque or money order. However, the police are still accepting payment by credit card, so long as you send a completed credit card authority form, available here: <http://bit.ly/gipa-acc>

Section 6: Form of access

In this section, you should select the box that says: *A copy of the document* as well as the box that says *Access in another way (please specify)* and in the box provided, state "in the form of a CD/DVD".

Section 7: Consultation

If another person's details are contained in the documents you are seeking from police (for example, a third-party has given a statement to police), with your consent, NSW Police may contact the third-party to obtain their consent to release the information to you.

Generally, it is a good idea to agree, because if you do not, NSW Police may decide not to release the information to you. However, you may decide not to agree, as you may not want the third-party to know you are applying for the records.

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This factsheet is not a substitute for legal advice. If you have a problem please seek legal advice from your local community legal centre.



