

## Factsheet No. 14

# Lodging a GIPA Application with NSW Police Online



### 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 online. If you want to apply by post using the standard GIPA Application form, see *RLC Factsheet No: 13: Lodging a Police GIPA Application by Post*, available here: <http://bit.ly/rlc-fs13>

RLC 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.

### What will I need?

Before starting your application you will need:

- An email address to receive a verification code
- A credit card to pay the \$30 application fee
- Access to two identity documents, such as drivers licence, passport, Medicare card, birth certificate, Australian visa, health care card.
- An idea of the specific information/documents you are requesting.

### Where can I find the online form?

Go to: <https://bit.ly/gipa-triage>

### Section 1: Your details

This section of the online form asks for your details, including your name, date of birth (DOB), phone, email and your address.

### Section 2: Application details

This section asks for details of the information you are seeking.

#### Q: What is the purpose of your application

Select *Personal Interest* if you are seeking your own personal information from NSW Police.

#### Q: Request Type

Select *Personal Information* if you are seeking your own personal information from NSW Police.

#### Q: Your Request

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 police officers 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).

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

### **Q: Police Event/Report**

If you have an event number, enter the number. If you do not have an event number, write 'I don't know'.

### **Q: Incident date**

Enter the date of the incident with NSW Police, if known.

### **Q: Involved parties**

If you know the names of any of the police officers involved, you can enter them here, otherwise put 'NSW Police'.

### **Q: Where information is located and able to be released, how do you wish to access this information?**

Select *A copy of document/s* if you want copies to be sent to you. Another option is inspection, which means you will need to go to a police station to look at the documents.

## **Section 3: Identification and authorisation**

This section of the online form asks for your identification.

### **Q: Do you want to add your Proof of Identity?**

If you are seeking personal information, you will need to answer 'Yes' and then select and fill in details for two identity documents. You don't need to attach a copy of the documents as once you have entered the information, the website will verify your details.

If you are not seeking personal information, you do not need to add your proof of identity.

### **Q: Authorisation to release personal information**

Complete this form only if you are acting on behalf of someone else.

### **Q: Supporting Documents**

If you are applying on behalf of someone else, you will need to upload a signed Authority to Act: <http://bit.ly/ata-let>

## **Section 4: Review**

This section is for you to review your details. If you need to amend anything, click 'Edit' in the top right part of page.

There are also some additional questions.

### **Q: When consulting, do you agree for this agency to provide your details as the 'applicant' to the other party and/or a third party?**

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.

### **Privacy acknowledgement**

You must acknowledge the privacy statement in order to continue.

### **Disclosure log acknowledgement**

You must acknowledge the disclosure log statement in order to continue.

## **Section 5: Payment**

Once you have entered your payment details, click 'Pay and Submit Application'.

Once you have submitted the form you should receive a confirmation email. Keep this email for future reference.

*Published on 4 February 2021.*

### **Produced by Redfern Legal Centre**

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







