



**PUBLIC ENQUIRY
DEPARTMENT**

P.O. BOX 120
CONCORD NSW 2137

**NO PHONE NUMBERS
PROVIDED FOR TENANTS**

ACN: 638 779 521
ABN: 70 638 779 521

Access Request to Personal Information

Under the **Residential Tenancies Act** and the **Australian Privacy Principles** you are entitled to request a copy of any Personal Information that an organisation has recorded about you.

You need to:

1. Complete this form and send to TICA via post (please enclose a stamped self-addressed envelope or your email address).
2. Upon TICA receiving a request TICA will generate an invoice for \$19.80 and post or email it to you.
3. Upon TICA receiving the fee TICA will forward the results by post (in your stamped self-addressed envelope) or by email (whichever you choose).

The fee for your information can only be paid by:

Direct Bank Transfer (using the invoice number supplied by TICA as your reference)

Applicant details:

First Name: Middle Name:

Surname: Date of Birth:

Current Address:

Drivers Licence Number: State of Issue

Proof of Age Number:

Contact Number:

Email Address (for your report to be sent to):

* If you do not have an email address, please include a Stamped Self Addressed Envelope

Required (photocopy) copy of:

- **Drivers Licence (back and front)**
- Or
- **Proof of Age Card (back and front)**

Please post this form together with the photocopied documents to PO BOX 120, Concord NSW 2137 attention "Compliance Officer".

I declare that the information provided to TICA to process my request is current, complete and up to date.

Signed: Print Name:

Date: