Northern Territory Police,
Fire and Emergency Services

How to Submit a Freedom of Information (FOI) Application to NTPFES if you are Interstate

NO FORMAL ARRANGEMENT WITH INTERSTATE POLICE SERVICES

This procedure relies on the goodwill and support of interstate police services. NT Police, Fire and Emergency Services (NTPFES) has no formal arrangement with interstate police to provide this service. NTPFES offers no guarantee that your local police service will be able to assist.

HOW CAN YOUR FORM BE ACCEPTED AND PROCESSED?

- ✓ Take your completed application form and photographic identification (photo ID) with you to your nearest police station. Your photo ID must clearly show your name, address and date of birth. A driver's license, passport or similar are acceptable forms of photo ID.
- ✓ Tell the receiving police officer that you are submitting an application to Northern Territory Police, Fire and Emergency Services and need to have your photo ID endorsed. Endorsement requires the police officer to photocopy your ID and to stamp, sign and add his/her service number to the photocopy.
- ✓ If your application is for government information, make payment of $30 to NT Police, Fire and Emergency Services. Payment options are outlined below.
- ✓ Send your endorsed, photocopied ID, proof of payment and completed application form to NTPFES Information Access Section by email, fax or post.

PAYMENT OPTIONS

Cheque or Money Order
Cheques and money orders should be made payable to the Receiver of Territory Monies (RTM) and sent to the Information Access Section of NT Police, Fire and Emergency Services.

Credit Card
Credit card payments can be made to the Receiver of Territory Monies (RTM) over the telephone or by email. You must advise the RTM that the payment is for a freedom of information application with the general ledger code of **16 BEG 745 – 166311** and the tax code **N00**. You must write the RTM receipt number on the application form and send it to the Information Access Section of NT Police, Fire and Emergency Services. The RTM can be contacted during office hours on (08) 8999 5511.

Bank Transfer via Internet or Telephone Banking
Our bank details are:
National Australia Bank
BSB: 085461
Account Number: 161610000
Description: Your Name - 166311
You must send proof of payment with your application.

Contact Us

Mail:	Information Access Section PO Box 39764 WINNELLIE NT 0821	**Email:** **Telephone:** **Fax:**	police.information@nt.gov.au (08) 8985 8926 (08) 8942 3268