

# Submitting a formal access application

How and when to make a formal request for PSC information

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## Submitting a formal access application

If the information you are seeking is not available on this website and is not otherwise routinely provided by the Commission on request, then you have a right to formally apply for access to specific information.

### Application process

You can make a formal application by downloading and completing the **government information access application form** and sending it to us at the following address:

Public Access to Government Information Request  
Public Service Commission  
GPO Box 3988  
Sydney NSW 2001

Within five days the Commission will write to you to acknowledge receipt of a valid application and will deal with your application within 20 working days (subject to any extension allowed for under the Act). If any extension of time is required to deal with your application, we will let you know in writing.

## Conditions

In accordance with the Act, we are only able to accept access applications that address all of the following criteria:

1. Are in writing and sent to us at the address above.
2. Clearly state you are requesting information under the Government Information (Public Access) Act 2009 (NSW).
3. Enclose the \$30 application fee.
4. Have a return postal address as the address for correspondence.
5. Include as much specific information as necessary to enable us to identify the information you are asking for.

If your application does not include these five things, it will be invalid and will not be processed. If that happens, however, we will let you know and we will help you, if possible, by explaining how you can make a valid application.

## Application fees and processing charges

The application fee for making an access application is \$30. Processing charges can also be imposed at the rate of \$30 per hour. In some circumstances an advance deposit can be required. We will let you know in writing if that applies to your application.

Certain discounts may apply, including on financial hardship and public interest grounds – for more details see the [Office of the Information Commissioner Fact Sheets](#).

If you cannot find the information you are seeking on this website, please [contact us](#) to assist you.