



Western Australia Police Force

Application for Documents Outside of the *Freedom of Information Act 1992*

Public Access

Level 5 Westralia Square, 141 St Georges Terrace
PERTH WA 6000

Enquiries: (08) 6229 5900 or PublicAccess@police.wa.gov.au

This form may be used by **individuals only** to apply for specific personal documents outside of the *Freedom of Information Act 1992* (WA). Applications from representatives must be made in writing, on company letterhead and include signed authority from the individual. Available documents (please tick if required):

- ☐ **History for Court Document (no fee)** – Your complete, certified criminal record detailing all criminal and traffic convictions, including non-disclosable outcomes such as juvenile and spent convictions. This document is strictly for **court purposes only** and cannot be used for screening (e.g. pre-employment, immigration).
- ☐ **Replacement copy of Statement of Material Facts (\$96.00)** – A replacement prosecution document describing the circumstances of an offence for which you were charged. This document does not contain the outcome of the court hearing.
- ☐ **Personal Statement made to Police (no fee)** – A replacement copy of your victim/witness statement made in relation to a criminal offence or a traffic crash.

Details of Applicant

SURNAME		GIVEN NAMES		DATE OF BIRTH	
POSTAL ADDRESS			SUBURB		STATE
					POSTCODE
TELEPHONE		EMAIL ADDRESS			

Document Particulars

PLEASE PROVIDE SUFFICIENT DETAIL REGARDING THE OFFENCE / CHARGE / INCIDENT TO ALLOW THE DOCUMENT(S) TO BE LOCATED.

Reason for Request

PLEASE STATE THE REASON FOR APPLYING FOR THE DOCUMENT(S).

Application Checklist (Applications must include the following to be accepted)

☐	Completed application form.
☐	A copy of your photo identification (e.g. driver's licence, photo card, passport).
☐	Payment (if applicable). Cheques and Money Orders to be made payable to "The Commissioner of Police". Money Order vouchers cannot be accepted and will be returned.
☐	Lodged in person at Public Access, or by post to LOCKED BAG 20, PERTH BUSINESS CENTRE WA 6849.

APPLICANT SIGNATURE _____ DATE _____

For more information visit www.wa.gov.au/organisation/western-australia-police-force/apply-wa-police-force-information

Information collected by the WA Police Force via this form will be used to suitably address your enquiry. This may include linking the submitted information to WA Police Force core systems. Information in WA Police Force core systems may be used in the performance of law enforcement functions or shared with other government agencies to support their legislative functions. WA Police Force will manage all data collected in line with our Privacy Statement. The WA Police Force Privacy Statement can be viewed at www.wa.gov.au/police.