[Insert agency letterhead]

[Date]

Ref: [agency reference]

[Agency name]

**By email: [insert email]**

Dear [Name]

**Transfer of a freedom of information request to your agency**

Before you formally transfer a request under section 18 of the FOI Act, you should first contact the agency that you intend to transfer the request to by telephone or email. This will give you the opportunity to confirm with that agency whether they do, or are likely to, hold the requested documents, or whether that agency is the more appropriate agency to deal with the request. It also gives the agency advance notice that the request will be transferred, so it can expect to receive it.

We refer to our telephone conversation on [insert date]. As discussed, we received a request from [insert applicant’s name] under the *Freedom of Information Act 1982* (Vic) (**FOI Act**) on [insert date]. We enclose a copy of that request.

[Use the following sentence if the application fee was received, otherwise delete] The applicant paid the application fee.

[Use the following sentence if the applicant requested a fee waiver, otherwise delete] The applicant requested a fee waiver and has not paid the application fee.

**We are transferring the request to your agency**

[Use the two paragraphs below if your agency does not have the requested document in its possession, but another agency does, otherwise delete]

We do not have the requested document[s] in our possession. However, as discussed, we believe your agency holds the requested document[s] because [explain why you believe the other agency has the requested document – for example, there was a machinery of government change and the business unit who holds the document moved to a different agency].

As such, we are formally transferring the applicant’s request to your agency under section 18(2)(b)(i) of the FOI Act.

[Use the two paragraphs below if the subject matter of the document is more closely connected with the functions of another agency than with your agency, otherwise delete]

We may have a copy of the requested document[s], however we consider the subject matter of the document[s] is more closely connected with your agency’s functions because [explain why you believe the subject matter of the request is more closely connected with the agency to which you are transferring the request – for example, the documents relate to a project being administered by the receiving agency].

As such, we believe it is more appropriate for your agency to deal with the applicant’s request and we are formally transferring the request to your agency under section 18(2)(b)(ii) of the FOI Act.

[Insert the following sentence if it is necessary to send the agency a copy of the document to enable it to deal with the request, otherwise delete] We also enclose a copy of the requested document[s] to enable your agency to identify the relevant document[s] and deal with the request.

**We notified the applicant of the transfer**

We notified the applicant on [insert date] that we are transferring their request to your agency. We also advised the applicant that your agency will handle the request and will be in contact with them.

If you have any questions about this letter, please contact us on [insert telephone number] or [insert email address] and quote [agency reference].

Yours sincerely

[Name of officer]
[Position title]