## Request to amend personal information

## Section 39 – *Freedom of Information Act 1982* (Vic)

Under the *Freedom of Information Act 1982* (Vic) (**FOI Act**) you can request an amendment to your personal information in a document where you believe your information is incorrect or misleading.

You can also request an amendment if you are the next of kin of a deceased person and you are seeking an amendment to that person’s personal information.

An amendment will not delete the incorrect or misleading information in the document. It will usually be an addition or notation on the document.

You can use this form to help make an amendment request to a Victorian agency or Minister.

If you use this form, you need to provide it to the agency or Minister who has the document you would like amended. You can find the contact information of agencies and Ministers [here](https://ovic.vic.gov.au/freedom-of-information/find-an-agency/).

If you use this form, your personal information will be used by the agency or Minister for the purpose of processing your request.

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|  | **Are you making this request on someone’s behalf or as a representative?** | | |
|  | Comment Important with solid fill | | For example, you are someone’s lawyer or advocate. |
|  |  | No – Skip to question 3. | |
|  |  | Yes – Continue to question 2. | |

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|  | **Who do you represent?** | | | | |
|  | Comment Important with solid fill | These are the details of the person you are acting for or represent. | | | |
|  | Title: | | Click or tap here to enter text. | | |
|  | First Name: | | Click or tap here to enter text. | | |
|  | Last Name: | | Click or tap here to enter text. | | |
|  | Organisation (if applicable): | | | | Click or tap here to enter text. |
|  | Your relationship: | | | Click or tap here to enter text. | |

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|  | **What is your name?** | | |
|  | Title: | Click or tap here to enter text. | |
|  | First Name: | Click or tap here to enter text. | |
|  | Last Name: | Click or tap here to enter text. | |
|  | Organisation (if applicable): | | Click or tap here to enter text. |

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|  | **How can we contact you?** | | |
|  | Comment Important with solid fill | Please provide a phone number and either an email or postal address. | |
|  | Phone: | | Click or tap here to enter text. |
|  | Email: | | Click or tap here to enter text. |
|  | Post: | | Click or tap here to enter text. |

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|  | **Can you provide proof of identity or authorisation?** | | |
|  | Comment Important with solid fill | | Your identity may need to be verified before the personal information can be amended. |
|  |  | Yes – I have attached of copy of an identity document like a driver’s licence, or if acting on someone’s behalf, I have attached an Authority to Act and a copy of their identity documents. | |
|  |  | No – Contact me if this is required. | |

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|  | **Amendment 1** | |
|  | What information do you want amended? | |
|  | Comment Important with solid fill | Identify or describe the specific information you want amended. You need to provide enough detail for the agency or Minister to identify and locate the document(s) containing the information. Contact the agency or Minister and ask for help if you are unsure. |
|  | Click or tap here to enter text. | |
|  | How is this information inaccurate, incomplete, out of date, or misleading? | |
|  | Comment Important with solid fill | Describe how the information is inaccurate, incomplete, out of date, or misleading.  Consider the following questions when providing your description:   * Inaccurate: Why is the information untrue or incorrect? * Incomplete: What specific information is missing? * Out of date: How have the circumstances changed since that time? * Would give a misleading impression: Who would be misled and how? |
|  | Click or tap here to enter text. | |
|  | What correction or notation are you requesting? | |
|  | Comment Important with solid fill | Describe the amendment you are requesting. Think about the specific wording you want included in the notation or correction made to the document. |
|  | Click or tap here to enter text. | |

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|  | **Amendment 2 (if applicable)** |
|  | What information do you want amended? |
|  | Click or tap here to enter text. |
|  | How is this information inaccurate, incomplete, out of date, or misleading? |
|  | Click or tap here to enter text. |
|  | What correction or notation are you requesting? |
|  | Click or tap here to enter text. |

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If you are requesting more than two amendments, copy and paste the table as many times as you need for the additional amendments you are requesting.