



This form, when completed, will be classified as 'For official use only'.  
For guidance on how your information will be treated by the TGA see: Treatment of information provided to the TGA at  
<<https://www.tga.gov.au/treatment-information-provided-tga>>.

## Request for access to documents under the *Freedom of Information Act 1982 (Cth)*

### Please note:

The Therapeutic Goods Administration (TGA) does not generally hold personal health records about individuals such as; medical practitioner notes, hospital records, pathology and other diagnostic test results or allied health practitioner records. Such documents may be obtained either directly from an individual's practitioner, or relevant private hospital. State/Territory public health records may be sought through State/Territory Freedom of Information processes. Details of other processes can be found on the relevant State/Territory health department website.

### Applicant's details

Title	
Surname	
Given name	
Company/ Representative (if applicable)	
Postal address	
Email and Telephone	

### Representative/Consultant's details

If you are lodging a Freedom of Information (FOI) request on behalf of another person, you must provide evidence to demonstrate that you are authorised to act on their behalf to:

- make an FOI request;
- communicate with the TGA in relation to the FOI request; and
- receive copies of documents that may be released by the TGA.

Authorisations may be in the form of a letter (e.g. on company letter head), signed by the person, confirming the above or a copy of current power of attorney documentation.

Title	
Surname	
Given name	
Company (if applicable)	
Email and Telephone	

Client authorisation attached  Yes  No

### Documents requested

I am seeking access to the following documents:

*(Please describe the documents to which you seek access, as clearly as possible)*

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If there is any additional information that would assist us to process your request, please attach it to this form.

My preferred means of accessing the documents identified above is:

- To receive a copy by email
- To receive a copy by post sent to:   
*(please provide postal address – see ‘Applicant’s details’)*
- To inspect the documents at the office of TGA/Health

### Consultation with third parties

If the documents contain information relating to a third party individual/organisation it may be necessary for the TGA to consult that individual/organisation in order to obtain their views about the potential release of documents.

Where consultation with a third party is necessary, do you consent to the disclosure of your identity?

Yes  No

## FOI charges

Under the FOI Act we may decide to impose a charge relating to an FOI request. If we determine that a charge is payable, we will provide you with an estimate of the amount of the charge before we make a decision on your request.

There is no charge to access documents in relation to your own personal information (for a definition of personal information, please visit the [FOI Guidelines](#)).

## Lodging an FOI request

Lodge your FOI request to the TGA by:

Post	The FOI Coordinator Therapeutic Goods Administration Department of Health TGA PO Box 100 WODEN ACT 2606 Australia
Email	<a href="mailto:tga.foi@health.gov.au">tga.foi@health.gov.au</a>

## Further information

If you have any questions about making an FOI request to the TGA, please contact the FOI Coordinator on 02 6289 4630 or at [tga.foi@health.gov.au](mailto:tga.foi@health.gov.au).

## Privacy statement

The TGA is subject to the *Privacy Act 1988* (Cth) and must comply with the Information Privacy Principles. Personal information provided in this form will be treated in accordance with these Principles and used only for the purposes of processing the FOI request.