

# Request to access documents held by Legal Aid Queensland

under LAQ's Administrative Access Scheme

## Who can use this form?



If a Legal Aid Queensland (LAQ) lawyer represented you in your legal matter or if you received legal advice from a LAQ lawyer during an advice session, you can ask to access certain documents from your file.



**Do not use this form if you were represented by a private legal firm funded by LAQ (a 'preferred supplier').** LAQ does not have access to preferred supplier files. You will need to contact the firm that represented you to ask them for documents from your file. You can contact LAQ on 1300 65 11 88 to check who represented you.

## Privacy notice

LAQ is collecting your personal information to process your request to access documents held by LAQ. Your personal information will be handled in line with the *Information Privacy Act 2009*.

## LAQ client details

Title Mr  Mrs  Ms  Miss  Other  ► Give details

Given name(s)

Family name

Name used in LAQ records  
*(if different from above)*

Birth date

Postal address

Suburb/town

State  Postcode

Phone number

Email

## Your contact details *(if different from above)*

Title Mr  Mrs  Ms  Miss  Other  ► Give details

Given name(s)

Family name

Birth date

Postal address

Suburb/town

State  Postcode

Phone number

Email

## Evidence of authority

Are you requesting documents containing personal information on behalf of another person?

Yes ► **Please provide written authority from the client**

No

## Documents you want to access

I want to access the following documents:

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Please give details to help us find the documents you are requesting (eg file numbers, type of legal matter, approximate date or year of your file):

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## Evidence of client identity

Before we can send you documents with personal information, you must provide evidence of the client's identity. If we have a signature on file, it can be used as evidence of identity.

We will usually have a client's signature if a handwritten Legal Aid Queensland application form was submitted, or written instructions were provided to a LAQ lawyer.

We will not have a signature on file if we were contacted by phone, eg for a phone advice session.

**Do we have a signature on file?**

Yes ► **Sign here – your signature needs to match the one on file**

► **Go to Access to documents**

No

**!** If LAQ does not have a signature on file, or if you do not know if LAQ holds a signature on file, or if the signature has changed, you can:

- show your original ID to staff at a LAQ office front counter
- attach a certified copy.

We will accept the following forms of ID:

- driver licence
- birth certificate or extract
- passport
- a statutory declaration from an individual who has known the person for at least 1 year
- a copy of a prison ID card certified by a corrective services officer.

**A copy of ID** must be certified as a true copy by a:

- lawyer or notary public
- commissioner for declarations
- justice of the peace.

### Which form of ID will you use?

- Original ID
- Certified copy of ID

## Access to documents

### How do you want to receive your documents?

- By email to the email address in the Your contact details section. If the file is too large we may need to send them by post.
- By post to the address in the Your contact details section.
- I don't mind.

## Please submit your form with supporting documents



**POST:** Post your form, with certified copy of ID (**do not post your original ID**) and written authority (*if needed*) to:  
**Corporate Legal Services Team – RTI/IP**, Legal Aid Queensland, GPO Box 2449 Brisbane Qld 4001



**EMAIL:** Email your form, with certified copy of ID and written authority (*if needed*) to [rti@legalaid.qld.gov.au](mailto:rti@legalaid.qld.gov.au)



**IN PERSON:** Give your form, with ID and written authority (*if needed*) to:

**BRISBANE**

44 Herschel St, 4000

**BUNDABERG**

3rd Floor, WIN Tower,  
Cnr Quay & Barolin Sts, 4670

**CABOOLTURE**

Ground Floor, Kingsgate  
42 King St, 4510

**CAIRNS**

Level 2, Cairns Square Complex,  
42-52 Abbott St, 4870

**INALA**

Level 1, Inala Commonwealth  
Offices, 20 Wirraway Pde, 4077

**IPSWICH**

Level 7, 117 Brisbane St, 4305

**MACKAY**

Ground Floor, 17 Brisbane St, 4740

**MAROOCHYDORE**

Ground Floor, M1 Building  
1 Duporth Ave, 4558

**MOUNT ISA**

6 Miles St, 4825

**ROCKHAMPTON**

Ground Floor, 35 Fitzroy St,  
4700

**SOUTHPORT**

Level 2, 7 Bay St, 4215

**TOOWOOMBA**

1st Floor, 154 Hume St, 4350

**TOWNSVILLE**

Level 4, Northern Securities  
Building, 22 Walker St, 4810

**WOODRIDGE**

1st Floor, Woodridge Place,  
Cnr Ewing Rd & Carmody St,  
4114

**!** Please allow 30 calendar days for your request to be processed. This timeframe may be extended in some circumstances.