



PD070 – Administrative Access Request for Documents

Responsible Owner: Director, Legal Services Branch

This form is to be completed if requesting access to documents through the Queensland Fire Department Administrative Access Scheme.

PLEASE COMPLETE ALL RELEVANT SECTIONS					
OFFICE USE ONLY:	Date received:		AAS Ref:		
(A) Applicant Details					
Individuals	<i>Please provide certified proof of your own identity and payment.</i>				
If you are an individual requesting access to documents, please complete the section below:					
Title:	☐ Ms	☐ Miss	☐ Mrs	☐ Other (please specify)	
Surname:			Given Name:		
Postal Address:					
Suburb/Town:		State:		Postcode:	
Telephone No.:			Mobile No.:		
Email Address:					
Organisations	<i>Please provide proof of your identity, certified proof of your client's identity, a letter of authority from your client or letter of instruction from your agent allowing you to obtain the information on their behalf and payment.</i>				
If you are making this request on behalf of an organisation or company, please complete the section below:					
Name of Organisation:					
Postal Address:					
Suburb/Town:		State:		Postcode:	
Telephone No.:			Mobile No.:		
Email Address:					
(B) REQUEST FOR DOCUMENTS YOU ARE SEEKING					
Please attach a separate sheet with additional information if necessary (Include information such as date/time/location of the incident/type of premises/client/owner/occupier details/vehicle details etc.)					

(C) PROOF OF IDENTITY

Precautions must be taken to ensure that personal information is released only to the person concerned, or their authorised agent. Proof of identity is required before access to personal information can be given. You are required to provide a copy of a document which will prove your identity. This document must be dated and certified by a Justice of the Peace or Commissioner of Declarations.

Proof of identity can be established by provided a photocopy of one of the following:

- | | |
|---|--|
| ☐ Driver Licence | ☐ Medicare or health benefits card |
| ☐ Identifying page of current passport | ☐ Birth certificate or birth extract |
| ☐ Marriage certificate | ☐ Naturalisation certificate or citizenship certificate |
| ☐ Immigration papers | ☐ Other documents by the Commonwealth Department of Immigration |

Note: Please attach a copy to this application. DO NOT SEND ORIGINAL DOCUMENTS

(D) FEES & CHARGES

An administrative access search fee is applicable. Fees and charges are dependent on the type of documents requested. For further information on what reports QFD hold, please contact (07) 3635 3548 before submitting your application.

- Administrative Access Search Fee \$64.52 (up to two documents – 20 pages per document)
- Fire Investigation Report \$133.79 (if available)
- Scientific Report \$133.79 (if available)
- Additional pages/documents \$10.25 per page, such as photographs and sketches (if available).

All relevant fees should be paid at the time of making the request. Cheques should be made payable to the Queensland Fire Department. Payments may also be made using a Credit Card; refer below.

Application and Payment by Mail	Application and Payment by email
Complete application form and credit card details below or make cheque/money order payable to QUEENSLAND FIRE DEPARTMENT. Mail to: QFD Administrative Access Scheme GPO Box 1425 BRISBANE QLD 4001	Complete application form and credit card details below and email to: QFD.adminaccess@fire.qld.gov.au . All credit card details will be destroyed upon receipt of payment.

QUEENSLAND FIRE DEPARTMENT - Administrative Access Scheme Payment Slip

Amount Due: \$

Method of Payment:	Cheque ☐	Mastercard ☐	Visa ☐
Card Number:		Cardholder's Name:	
Expiry Date:		Signature:	
Client Name:			

Information Privacy Collection notice:

Queensland Fire Department (QFD) is committed to handling your personal information in accordance with the *Information Privacy Act 2009* (Qld) and the Queensland Privacy Principles (QPPs). QPP 5 obliges us to advise you of certain matters when collecting your personal information. This collection notice sets out those matters, and explains how we will manage the collection, use, disclosure and storage of your personal information.

The information collected on this form is necessary to process your request for information under the QFD Administrative Access Scheme. If you choose not to provide your name and contact details, we will not be able to process your request.

Your personal information will not be disclosed outside of QFD unless we have consent or disclosure is required or authorised by law.

[QFD Policy 4.6 – Queensland Privacy Principles – Privacy Policy](#) explains how you may request access to and/or correction of your personal information. This policy also explains how you can complain to us if you consider we have breached our obligations to manage your personal information in accordance with the QPPs, and how we deal with privacy complaints. You can access this privacy policy at www.fire.qld.gov.au.

If you have questions regarding how your personal information will be handled, contact the QFD RTI and Privacy at:

QFD.RTI@qfes.qld.gov.au.



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