| **Application to Correct Personal Information** |
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| Please use this form if you think that Tourism NT holds information about you that is inaccurate, incomplete or out of date, and you would like Tourism NT to correct it. If you need help filling out this form, or if you have any questions, please contact the Manager of the Information Management Unit on (08) 8999 1789. |
| **How can we contact you about your application?** |
| Title (please tick one) | Ms [ ]  Mrs [ ]  Miss [ ]  Mr [ ]  Dr [ ]  Other [ ]  |
| First name |  |
| Family name |  |
| Phone – Business hours |  | After hours |  |
| Postal address |  |
| Email |  | Fax |  |
| **What information would you like to have corrected, and how?** |
| Please include as much detail as you can, for example, what the information is, where it is stored, the date it was supplied to / collected by Tourism NT, the date(s) you have accessed the information. Attach another sheet of paper with more details if you need to. |
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| **Identification** |
| We need proof of your identity before we can accept your application. If you are sending your application via email, post or fax, you can attach a copy of an identification document, for example, a drivers licence, passport or OCHRE card. If you are applying in person, you can show your ID to an official, or they might be able to confirm your identity in some other way. (Please tick one). |
| I attach a copy of an identification document [ ] I would like to prove my identity in another way [ ]  |
| Signed |  | Dated |  |
| **More information** |
| If you are in the Northern Territory, you can submit your application in person at any Receiver of Territory Monies (RTM) office or Territory Business Centre. Applications can also be submitted via email or post to the Manager of the Information Management Unit. If you would like more information, or need help filling out this form, please contact the Manager of the Information Management Unit:t: (08) 8999 1789e: Records.TourismNT@nt.gov.aup: GPO Box 3200, Darwin NT 0801 |
| **Privacy** |
| The *Information Act 2002* (NT) requires you to supply your name and an address for correspondence, as well as sufficient details to identify the information you want. Additional contact details will assist Tourism NT to process your application. Some personal information may have to be disclosed to other people in order to satisfy consultation requirements under the Act and make an informed decision on your application. If you want to discuss privacy issues, please contact the Manager of the Information Management Unit on (08) 8999 1789. |