## 3 Application not valid and will not be processed

[Date]

Our reference: [agency reference]

[Name]
[Address]

Via email only: [Email address]

Dear [Name]

**ACCESS APPLICATION FOR GOVERNMENT INFORMATION UNABLE TO BE PROCESSED**

I am writing to you in relation to your correspondence dated [date of access application], in which you sought access to [quote information requested].

[Agency name] is unable to consider this an access application under the *Freedom of Information Act 2016* (FOI Act), as it does not contain enough detail to enable us to identify the government information you are seeking.

I note that I have contacted you [by phone/by email] on [X] occasions, but after a period of more than three months, your application still does not meet the minimum requirements of section 30(2) of the FOI Act.

As a result, I have closed this matter and [agency name] will not be dealing with it any further as provided for under section 31(4) of the FOI Act.

It is open to you to submit a new access application at any time. I would encourage you to ensure that you provide sufficient detail to enable the information that you are after to be identified.

If you would like more information about how to access government information in the ACT, you can find further advice on the website of the ACT Ombudsman at: <http://www.ombudsman.act.gov.au/improving-the-act/freedom-of-information/access-government-information>

Yours sincerely

[INSERT SIGNATURE BLOCK]