*[Your address]*

Freedom of Information Office  
Victoria Police  
637 Flinders Street  
DOCKLANDS VIC 3008

*[Date]*

Dear FOI Officer,

**FOI Request**

My name is *[name]*, date of birth *[your date of birth]* I make this FOI request under the *Freedom of Information Act 1982* (Vic).

I request copies of the following documents *[insert details of what you are requesting. Try to be as specific as possible, as if your request is too broad they may reject it, or ask for further clarification. Include if they apply:*

* *Date/s the incident/s happened*
* *Time/s the incident/s happened*
* *Specific location/s of the incident you are enquiring about*
* *LEAP Record*
* *Use of Force Form*
* *Incident Fact Sheet*
* *Diary notes of any attending Victoria Police Members (if you have names, or numbers then include them)*
* *Police station where incident reported*
* *Statements of any Victoria Police members*
* *Any photos that were taken*
* *Ant CCTV footage of the incident*
* *Other details that may help]*

*[If applicable]* I enclose a copy of my health care card and request that any fees associated with this request be waived on hardship grounds.

Should you have any queries please contact me on *{Phone number]*.

Yours faithfully,

*[Your full name]*