

Application for Classification of a Publication

Please complete each of the steps of this form. Each step is explained in further detail in the [Apply for Classification pages at www.classification.gov.au](http://www.classification.gov.au)

Step One: Classification Database check

If the application is for a revised version of a previously classified publication, please use the [classification database](#) and indicate the file number, classification number, classification decision and condition of sale, display or delivery (if any).

Is the application for a previously classified publication? Yes No

<u>File number</u>	<u>Classification number</u>	<u>Classification decision</u>	<u>Conditions (if any)</u>
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I have completed Attachment One that details all revisions to the previously classified publication.

Step Two: Details of the publication

Details provided here will be listed on the classification certificate for this publication. Please ensure they are accurate.

Final Format: Magazine Newspaper Other: _____

Has the publication submitted for classification been modified after printing (e.g. pages torn out, stickers or other markings covering images/text)? YES NO

If **yes**, please use attachment two to list details of all post-print modifications or alterations, including their location, page number and type.

Title: _____

Volume: _____

Number: _____

Copyright date: _____

Publisher: _____

Production Co: _____

Language: _____

Country of origin: _____

ISSN/ISBN: _____

Step Three: Duration

This publication contains _____ pages

Step Four: Applicant Details

Contact Name: _____

Organisation: _____

Post address: _____

email: _____

Telephone: _____ Facsimile: _____

Your certificate will be emailed to the email address you nominate above

Step Five: Application requirements

I have attached as required under section 13 of the Act:

- a copy of the publication
- the prescribed fee \$ _____
- please debit fee from the balance of my existing classification account
- charge to this credit card number _____ Expiry date: _____
- Cardholder name: _____ Signature: _____

Step Six: Return of material

Note: Failure to indicate a preferred option will result in your publication being automatically treated with the default option of secure destruction. Publications submitted for Serial Declaration will be retained by the Board indefinitely. Proof Prints will be retained by the Board for a minimum 6 months.

- Classification Board to destroy this copy of the publication 90 days after a classification decision being made or retain for training purposes.
- I have made arrangements with the Classification Board to return the copy of the publication, by courier, at my cost within 90 days.

Step Seven: Certification

I submit a copy of the publication at my own risk and expense.

I am aware that the application for classification is not valid until I have supplied the Classification Board with a copy of the publication and the prescribed classification fee.

I authorise the Classification Board to debit my, or the company's, account for the full value of the classification fee. I acknowledge that the Classification Board has the right to determine the actual fee for the application, which may be different to that estimated in this application.

I confirm that the information contained in the application form is not false or misleading in any way.

Signed: _____ (by/on behalf of the Applicant) Date: _____

Name: _____

Send application by post to:

The Director
Classification Board
**Locked Bag 3,
HAYMARKET NSW 1240**

Send application by courier to:

The Director
Classification Board
**Level 5, 23-33 Mary St
SURRY HILLS NSW 2010**

Telephone: (02) 9289 7100 Fax: (02) 9289 7199

Privacy Notice—Privacy Act 1988

The Attorney-General's Department is collecting personal information on this form to process an application for classification. This is authorised by s 13(1) of the *Classification (Publications, Films and Computer Games) Act 1995*.

If the personal information of the applicant and/or individual is not provided, the Department may not be able to process the application.

The Department places some or all of this information on the National Classification Database and gives some or all of this information to the Classification Board and, on review, to the Classification Review Board.

For more information about the Department's privacy practices, including how to access or correct your personal information or make a complaint, see the privacy policy at www.classification.gov.au or contact our Privacy Contact Officer:

Privacy Contact Officer
Attorney-General's Department
3-5 National Circuit
BARTON ACT 2600
Call: 02 6141 2660
Email: privacy@ag.gov.au

