



Office of the Information Commissioner  
Queensland

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## Information Sheet

*Right to Information Act 2009 and Information Privacy Act 2009*

### How to access information from the Queensland Police

The Queensland Police Service (QPS) has administrative access policies in place allowing people to access commonly requested information, some of which are set out below. These are generally quicker than making a formal application under the *Right to Information Act 2009* (RTI Act) or *Information Privacy Act 2009* (IP Act). If the information you are looking for is not available under one of those policies, you will need to make an RTI or IP application.

#### Police reports

CITEC Confirm provides access to some types of [QPS crime reports and traffic incident reports](#).

If you have a genuine interest and apply for a one-off crime or traffic incident report, CITEC Confirm may be able to obtain a report for you.

#### Crime reports

CITEC Confirm do not provide domestic violence or abuse reports. They only provide crime reports that cover the following matters:

- theft
- non-suspicious arson
- property damage
- fraud; and
- lost property.

Crime reports do not include offender information, but they do include details on:

- complainant(s)
- property items; and
- modus operandi.

#### Traffic incident reports

Traffic incident reports include, where possible, details on the:

- occurrence
- incident scene and event
- crash description
- unit details
- towed vehicles
- damaged property; and
- victim and version statements.

CITEC Confirm can also provide reports for traffic incidents reported by members of the public via PoliceLink.



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To apply for a copy of a report, contact CITEC Confirm on 1800 773 773 or [confirm@citec.com.au](mailto:confirm@citec.com.au). If a report is not available from CITEC Confirm, or you need information not contained in the report available from CITEC Confirm (eg offender information), you will need to make an application under the RTI Act or IP Act to the QPS.<sup>1</sup>

### Person History

A Person History is a record of all charges made against someone by QPS officers, regardless of any outcome in court. It also contains cautions, community conferences, and youth justice agreements made under the *Youth Justice Act 1992*. A Person History from the QPS is limited to Queensland charges and information.

An application for a Person History must generally be made to the QPS by the person it is about (or their nominated representative) and accompanied by certified ID. Details on how to apply and where to send the application can be found [on the QPS website](#).

### Criminal History checks

#### ***Criminal History (Queensland Only)***

A Queensland Criminal History check contains details of convictions for criminal offences where they were the result of prosecutions initiated by QPS officers. It only records convictions made in QLD.

An application for a Queensland criminal history check must generally be made to the QPS by the person it is about (or their nominated representative) and appropriate ID must be provided. Application forms and more details on applying can be found [on the QPS website](#).

#### ***National criminal history checks (National Police Certificates)***

A National criminal history check shows details of criminal history records held by police services Australia-wide. There are three types of national criminal history checks:

- ***Name only search:*** A name only National Police Certificate contains information based on a search of your name against the criminal history records held by police services Australia-wide. A name only search is most commonly sought for employment purposes.
- ***Name with fingerprints:*** A fingerprint based National Police Certificate contains criminal history information about you held by police services Australia-wide based on a search of your name and fingerprints. A name with fingerprints search is most commonly sought by persons applying for a visa to work or reside in another country, or for adoption purposes.

<sup>1</sup> Please be aware that applying does not automatically guarantee you will be given access. The IP and RTI Acts place a high protection on the privacy of other people, although there are circumstances where this can be outweighed by other factors. For more information refer to [What is the public interest - a guide for applicants](#) and [Accessing documents to pursue a legal remedy](#).



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- **Name with ASIO Security Assessment:** This kind of National Police Certificate contains information based on a search of your name against the criminal history records held by police services Australia-wide, along with an ASIO security assessment relating to politically motivated violence.

Applications for national criminal history checks must generally be made to the QPS by the person they are about (or their nominated representative) and accompanied by appropriate ID. Application forms and more details on applying can be found [on the QPS website](#).

### Court Brief (QP9)

A Court Brief (also called a QP9) is a written report prepared by the Queensland Police Prosecutions unit when someone is charged with an offence and the matter is to be heard in a court. It lists the exact charge, a brief description of the facts which the police are alleging, and any criminal or traffic history. Generally, only the victim or their authorised legal representative will be provided with a copy, and only where the court proceedings have been finalised and the appeal period has expired.

Generally, the request for a copy will need to be accompanied by details of the court appearance, details of offence, and appropriate identification. Details about applying for a copy of a Court Brief are available [on the QPS website](#).

If you are requesting a Court Brief for an upcoming court matter, please contact the Department of Police Prosecutions to obtain a copy.

### Court Transcripts

Court transcripts are not held by QPS. They are available from QTranscripts, which provides for access to audio and transcripts of court proceedings.

Information about accessing transcripts and audio recordings is available on the Queensland Courts website: <https://www.courts.qld.gov.au/services/transcripts-and-recordings>.

### Fingerprints

If a person requires their fingerprints to be taken, for example to obtain a foreign passport, they can attend a QLD police station and provide a QLD police officer with the fingerprint forms<sup>2</sup>, the relevant documentation requesting the fingerprints, and appropriate identification. More information is available [on the QPS website](#).

### Photographs

QPS photographs or video stills may be available to people captured in them or to people who were involved in a relevant police incident. Generally, applications

<sup>2</sup> Provided by the agency that requires the fingerprints.



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would need to be made on the QPS application form and accompanied by appropriate ID. More information about applying is available [on the QPS website](#).

### Fees and charges

Information about the QPS' current fees and charges is available here on the QPS website: [Documents for purchase from QPS](#).

### RTI and IP access applications

If the documents you want to access are not available through the QPS's administrative access policies, you will need to apply under the RTI or IP Act. To make an RTI or IP application, you need to complete an RTI/IP application form (either online or download the pdf<sup>3</sup>). If you are using the hardcopy application form you can post it to:

Right to Information  
Queensland Police Service  
GPO Box 1440  
Brisbane Qld 4000

Alternatively, you can scan it and email it to [rti@police.qld.gov.au](mailto:rti@police.qld.gov.au)

For more information on how to make an application, refer to: [How do I apply for government documents?](#) and [What to expect when you apply for documents](#).

### Accessing police investigation documents

Under the RTI and IP Acts you have the right to apply to access police documents, however the right to apply does not mean you will automatically be given access to everything. Access will be refused to information that is exempt or contrary to the public interest to release.

This includes, for example, the name of a person who made a complaint or anything that would reveal a confidential source of information or prejudice an ongoing investigation. For more information, please refer to [Applying for complaint documents](#).

For additional information and assistance please refer to the OIC's other information sheets guidelines or contact the Enquiries Service on 07 3234 7373 or email [enquiries@oic.qld.gov.au](mailto:enquiries@oic.qld.gov.au).

**This information sheet is introductory only, and deals with issues in a general way. It is not legal advice. Additional factors may be relevant in specific circumstances. For detailed guidance, legal advice should be sought.**

<sup>3</sup> You can apply online to QPS here: <https://www.smartservice.qld.gov.au/services/information-requests/apply.action> or download a pdf of the RTI/IP form here: [https://www.rti.qld.gov.au/\\_data/assets/pdf\\_file/0005/133277/RTI-Access-App-form.pdf](https://www.rti.qld.gov.au/_data/assets/pdf_file/0005/133277/RTI-Access-App-form.pdf)



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If you have any comments or suggestions on the content of this document, please submit them to [feedback@oic.qld.gov.au](mailto:feedback@oic.qld.gov.au).

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