



SEARCH, INSPECT AND COPY REQUEST FORM

This is a request to the Industrial Registrar pursuant to rule 228 of the [Industrial Relations \(Tribunals\) Rules 2011](#) to search, inspect and/or copy *filed documents* on a case file.

Please complete this form and email qirc.registry@qirc.qld.gov.au.

Before submitting a request, you should read the **Search and Copy Policy** available on the QIRC website at www.qirc.qld.gov.au prior to making a request. Fees may apply to search, inspect or copy documents.

Date of request			
Requestor details	Name:		
	Organisation: <i>[If applicable]</i>		
	Contact number:		
	Email:		
	Are you a party to the proceeding: <i>[Please see definition of a party on page 2]</i> YesNo		
Matter details	File number:		
	File name:		
	Before:	Court	CommissionIndustrial Registrar
Details of request	Do you want to:	Inspect the file	
		Have copies of documents made	
		Both	
		<i>If copies are required, please indicate format preference:</i> Email (digital)Hard copy	
		<i>Is a certified copy required:</i> YesNo	
Document/s details: <i>[Please provide a brief description of the type of document/s requested]</i>			
Reason for request: <i>[Please provide a reason for your request – may assist the consideration of the request]</i>			
Acknowledgement	<i>By signing this form, I confirm that I have read the Search and Copy Policy and that I agree to the terms and conditions outlined on page 2 of this request form.</i>		
	Signature:		
	Name:		

Definition of 'party'	A party to a proceeding is an individual or entity that has: • started a proceeding; • had a proceeding started against them; or • was later joined a proceeding as party by an order of the Court, Commission or Industrial Registrar. If a party appoints a legal representative, agent, registered industrial organisation, then the representative becomes the contact in the proceeding for the party they represent.										
Exhibits/Attendance Notice Material	Access to certain material such as exhibits or attendance notice material may require leave of the Court or Commission, particularly for non-parties. An appropriate application should be made.										
Terms and conditions	1. Discretion of Industrial Registrar Access to case files is subject to the discretion of the Industrial Registrar under the <i>Industrial Relations (Tribunals) Rules 2011</i>. Approval of a request is not automatic and may be refused in whole or in part. 2. Extent of Access Approval to search, inspect or copy documents applies only to specific documents authorised ('filed documents') and does not permit access to the entire file. 3. Confidential or Restricted Documents Some documents may be confidential, restricted, sealed, suppressed or otherwise not available. These documents will not be provided unless permitted by law or by order or direction of the Court, Commission or Industrial Registrar. 4. Purpose and Use of Documents Documents accessed or copied must be used only for lawful purposes. The requestor must not misuse the documents or publish them contrary to law. 5. Costs and Fees In accordance with Schedule 1 of the <i>Industrial Relations (Tribunals) Rules 2011</i>, read in conjunction with the <i>Acts Interpretation (Fee Unit) Regulation 2022</i>, fees may be payable for searching, inspecting or copying filed documents. Additional fees may be incurred should retrieval of an archived case file be required. Processing may not commence until any required fees are paid. Current applicable fees¹ are as follows: <table data-bbox="662 1115 1181 1265"> <tr> <td>Searching for a filed document</td> <td>\$5.67</td> </tr> <tr> <td>Inspecting a filed document</td> <td>\$5.67</td> </tr> <tr> <td>Photocopying (printing) per page</td> <td>\$0.57</td> </tr> <tr> <td>Certifying a document</td> <td>\$79.88</td> </tr> <tr> <td>Retrieving an archived file (each file)</td> <td>\$32.63</td> </tr> </table> 6. Inspections All inspections are supervised by a Registry Officer. During an inspection, the requestor is prohibited from: • taking photographs or recordings; • damaging or altering documents; or • removing documents from the inspection area. Failure to comply with these conditions may result in the inspection being terminated. 7. Processing Time Requests are processed as Industrial Registry resources permit. 8. No Legal Advice Registry Officers cannot provide legal advice about this request or the use of any documents accessed or copied. 9. Privacy Personal information provided on this form is collected and handled in accordance with the applicable privacy legislation and is used for the purpose of processing this request. 10. Policy These terms and conditions are to be read in conjunction with the Search and Copy Policy.	Searching for a filed document	\$5.67	Inspecting a filed document	\$5.67	Photocopying (printing) per page	\$0.57	Certifying a document	\$79.88	Retrieving an archived file (each file)	\$32.63
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Retrieving an archived file (each file)	\$32.63										
Office Use Only	Date received: _____ Processed by: _____ [Registry Officer]										

¹ From 1 July 2026 to 30 June 2027