Dear Sir/Madam,

NSW POLICE FORCE
SUBPOENA UNIT
INCREASE IN PROCESSING FEE

As you are aware the NSW Police Force maintains a cost recovery and user charges framework to recover the costs incurred in supplying certain non-core services. These rates are reviewed annually and generally amended by the Sydney CPI (this year 1.8% to June 2010).

The 2010 review of our rates also included an examination of our pricing against the NSW Treasury guidelines. This identified a need to increase the hourly rates for labour charges (above the CPI increase) as we had not been meeting our costs.

Increased Processing Fees:

As of **1 February 2011**, an increase will apply for the processing of a subpoena as follows:

- Standard processing fee will be **$68.00** (Increase of $1.00).
- if the Subpoena is received within fourteen (14) days or less prior to the return date, then this processing fee will be **$83.00** (increase of $1.00).

PAYMENTS:

- All cheques/money orders to be made payable to **NSW POLICE FORCE**.
- All fees are payable at time of service – **otherwise access to the requested documents may be affected.**

SERVICE OF SUBPOENA:

Subpoenas will be accepted as follows:

By Mail:	***By Hand***	***By Facsimile***
The Commissioner **Subpoena Unit** Locked Bag 5102 Parramatta NSW 2124	Police Headquarters 1 Charles Street Parramatta 2150	(02) 9689-7255 **(only urgent, short service & court orders accepted by fax)**

Please Note:

By Hand: Please place the Subpoenas in the box at the reception desk at Police Headquarters, 1 Charles Street, Parramatta.

By Fax: Please ensure the original Subpoena and processing fee is forwarded by mail clearly indicating that the Subpoena has been faxed in the first instance.
N.B. Please phone to confirm receipt of facsimile in this office.

Thank you for your compliance and if you have any queries, regarding Subpoenas please contact the Subpoena Unit on (02) 9689-7927.

Nargis Fam
Senior Sergeant
Co-ordinator Subpoena Unit
Public Affairs Branch
11 January 2011