Cultural parent’s name here  
Cultural parent’s address here  
Cultural parent’s email here

Commissioner (Meriba Omasker Kaziw Kazipa)  
PO Box 7576  
Cairns QLD 4870

Dear Commissioner

# EXTENSION REQUEST REGARDING CRIMINAL HISTORY REPORT FOR CULTURAL PARENT NAME APPLICATION NUMBER: ###

In accordance with section 46 of the *Meriba Omasker Kaziw Kazipa (Torres Strait Islander Traditional Child Rearing Practice) Act 2020* (QLD), I request to extend the period of 30 business days to provide you with information or documents about information contained in my criminal history report.

An extended period of XXX is required for me to provide you with further information.

I require an extension because provide reasons…

Please call phone number or email email.address if you wish to discuss this request.

Yours faithfully,

First name and surname

Place:  
Date: