REQUEST FOR ACCESS TO RECORDS UNDER THE
FREEDOM OF INFORMATION ACT, 2014

Please address this request to relevant FOI Contact

Please use BLOCK letters

Details of Applicant

Surname: ____________________________________________________
First Name: ____________________________________________________
Postal Address: _________________________________________________

Telephone Number(s)

Home : ________________ Date FOI request Received: ________
Business: ________________ Identity Verified: ________
Mobile: ________________ Consent Confirmed: ________

Personal Information

My preferred form of access is:  (please tick as appropriate)

to receive copies of the record by post
other – please specify ______________________________

Details of Request

In accordance with Section 12 of the Freedom of Information Act, I request access to
records which are:                 (please tick as appropriate)

Personal
Non-personal

In the space provided below, please describe the records as fully as you can. If you
are requesting Personal Information, please state precisely, in whose name those
records are held. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person.

I request the following records: ________________________________

____________________________________________________________

____________________________________________________________

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Please sign here: ________________________________ Date: ______________