

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)

OFFICIAL USE ONLY

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 7 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: _____

Please sign here: _____ Date: _____