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

Please address this request to:


Please use BLOCK letters

Applicant Name: __________________________

Address: _________________________________

Email: ____________________________ Tel: __________________________

**Personal Information**

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

to receive copies of the record by post: __________ Email: __________

**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)*

Non-personal: __________ 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:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Signature: ____________________________ Date: ____________________________