

# 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: \_\_\_\_\_

Business: \_\_\_\_\_

Mobile: \_\_\_\_\_

OFFICIAL USE ONLY

Date FOI request Received: \_\_\_\_\_

Identity Verified: \_\_\_\_\_

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: \_\_\_\_\_