

REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT, 1997

Please address this request to relevant FOI Contact and post accordingly.

Please use **BLOCK** letters

Details of Applicant

Date of Birth: _____

Personal Information

Surname: _____

First Name: _____

Postal Address: _____

Telephone Number(s)

Home: _____

Business: _____

Mobile: _____

OFFICIAL USE ONLY

Date FOI request received: _____

Identity Verified: _____

Consent Confirmed: _____

Information Access

My preferred form of access to receive copies of my FOI records are: *(please tick as appropriate)*

Registered Post Email Courier 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: _____

Signature: _____

Date: _____

Print Name: _____