Reference No.

THE ACCESS TO INFORMATION ACT, 2002

APPLICATION FORM FOR ACCESS TO OFFICIAL DOCUMENT
(Please use a separate application form for each document requested)

1. Title of Public Authority:…………………………………………… ………………..
(Please state the title of the public authority from which you are requesting the document).

2. Name of Applicant: (Print).
Last............................. First......................................Middle....................................

3. Address: (Please indicate the address to which correspondence related to your application should be sent).
Mailing................................. Business..............................
............................................... ..............................................
............................................... ..............................................
Tel: ..................  Fax:.......... Tel:..............  Fax:................
Email.................................... Other...................................
............................................. ............................................
............................................. ............................................

4. Description of Document: (Please state all information available to you which will assist us in filling your request quickly).
Name/Type of Document (if known)......................................................................
Reference/File No. (if known)..................................................................................
Other.........................................................................................................................
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5. I would like to: (Please check the relevant box(es)

☐ inspect the document
☐ listen to the document
☐ view the document
☐ have a copy(ies) of the document made available to me in the following format:

- photocopy
- compact disc
- diskette
- transcript
- other (please specify) ....................

Number of copies required : .....................

Please note that:
- payment will be required before copies are made;
- information on available formats and prices per copy may be obtained from the relevant public authority;
- where the provision of copies in the requested format is not possible, an alternative format, as may be agreed between the parties, will be made available.

............................................................ Date................................................
Signature of Applicant

Note: Responsible Officers should complete a Memorandum of Attestation & Verification if an Application is completed by him/her on behalf of the Applicant.