

**Request for Access to Records under the *Freedom of Information Act, 2014*
Please use BLOCK letters**

Applicant details:

Title (Mr/Mrs/Ms/Miss/Other): _____

First Name: _____

Surname: _____

Address: _____

Phone No.: _____

E-mail: _____

In accordance with section 12 of the *Freedom of Information Act 2014*, I request access to records which are:
(please tick as appropriate)

Personal

Non-Personal

Notes:

Personal Information

Before you are given access to personal information relating to yourself, you will be asked to provide proof of your identity. If you are requesting personal information relating to a third party, you must furnish the third party's consent in writing.

Please describe below the records as fully as you can. If you are requesting personal information, please state precisely in whose name those records are held and the address of the person to whom the records refer.

Form of Access:

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

Copy of the record Inspection of the record

Other Please specify _____

Please sign here _____ Date _____