

- ▶ Proof of identity must be attached by the requester.
- ▶ If request is made on behalf of another person, proof of such authorisation, must be attached to this form,

TO: The Information Officer

Address: _____

Fax number: (_____) _____ Email address: _____

Tick the appropriate box:

Request is made in my own name Request is made on behalf of another person

A: PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

- ▶ The address and/or fax number in the Republic to which the information is to be sent must be given.
- ▶ Proof of the capacity in which the request is made, if applicable, must be attached.

Full names and surname: _____

Identity number: _____

Postal address: _____

_____ Code: _____

Street address is same as postal address Yes

Street address: _____


_____ Code: _____

Mobile number: (_____) _____ Telephone number: (_____) _____

Fax number: (_____) _____ Email address: _____

Capacity in which request is made, when made on behalf of another person: _____

B: PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

 *This section must be completed ONLY if a request for a record is made on behalf of another person.*

Full names and surname: _____

Identity number: _____

Postal address: _____

_____ Code: _____

Street address is same as postal address Yes

Street address: _____

_____ Code: _____

Mobile number: (_____) _____ Telephone number: (_____) _____

Fax number: (_____) _____ Email address: _____



C: PARTICULARS OF RECORD REQUESTED

- ▶ Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.
- ▶ If the provided space is inadequate, please continue on a separate page and attach it to this form.
The requester must sign all the additional folios.

Reference number, if available: _____

Description of record or relevant part of the record:

Any further particulars of record:

D: TYPE OF RECORD

Tick the appropriate box:

- Record is in written or printed form
- Record consists of virtual images (*this includes photographs, slides, video recordings, computer-generated images, sketches, etc*)
- If record consists of recorded words or information which can be reproduced in sound
- Record is held on a computer or in an electronic or machine-readable form

E: FORM OF ACCESS

Tick the appropriate box:

- Printed copy of record (*including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form*)
- Written or printed transcription of virtual images (*this includes photographs, slides, video recordings, computer-generated images, sketches, etc*)
- Transcription of soundtrack (*written or printed document*)
- Copy of record on flash drive (*including virtual images and soundtracks*)
- Copy of record on compact disc drive (*including virtual images and soundtracks*)
- Copy of record saved on cloud storage server



F: MANNER OF ACCESS

Tick the appropriate box:

- Personal inspection of record at registered address of public/private body *(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)*
- Postal services to postal address
- Postal services to street address
- Courier service to street address
- Facsimile of information in written or printed format *(including transcriptions)*
- E-mail of information *(including soundtracks if possible)*
- Cloud share/file transfer
- Preferred language



If the record is not available in the language you prefer, access may be granted in the language in which the record is available.

G: PARTICULARS OF RIGHT TO BE EXERCISED OR PROTECTED

- ▶ If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.

Indicate which right is to be exercised or protected:

Explain why the record requested is required for the exercise or protection of the aforementioned right:



H: FEES

- A request fee must be paid before the request will be considered.
- You will be notified of the amount of the access fee to be paid.
- The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption from payment of fees:

I: NOTICE OF DECISION REGARDING REQUEST FOR ACCESS

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

- Postal address Fax
- Electronic communication (please specify): _____

Signed at: _____ on this _____ day of _____, 20 _____

Signature of Requester / person on whose behalf request is made:

SIGN WITHIN THE BOX

FOR OFFICIAL USE:

Reference number: _____

Request received by: Rank: _____ Information Officer full names: _____

Date received: _____ Access fees: _____

Deposit (if any): _____

Signature of Information Officer:

SIGN WITHIN THE BOX