FORM 1

Reference No:
(*For Internal Use Only)*

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 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: …… Tel: ……
   Fax: …… 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 …….
   ……
   ……
   ……

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 disk
     - ☐ 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.*

…… ……..
Signature of Applicant *Date*

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