

**SCHEDULE
(Regulations 8, 17 and 19)**

Form 1

(Regulation 8 (1) and (2))

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.....
.....
.....

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.