

## FREEDOM OF INFORMATION ACT 2014 REQUEST FORM

## **YOUR DETAILS** (PLEASE USE BLOCK LETTERS) Surname: \_\_\_\_\_ First Name: Postal Address: **Telephone Number(s):** Home:\_\_\_\_\_ Business: Mobile: Email Address: \_\_\_\_\_ YOUR REQUEST There are three types of request you can make under FOI legislation – please fill in either 1. Section 12 - Access to Records, 2. Section 9 - Amendment to Personal Records or 3. Section 10 - Reason for Decisions. 1. Section 12 – Access to Records In accordance with Section 12 (access to records) of the Freedom of Information Act 2014, I request access to records, which are: Personal Non Personal Before you are given access to personal information relating to yourself you must provide us with a copy of your Birth Certificate or Driving Licence or Passport and another form of identity such as a telephone, gas or electricity bill. **FORM OF ACCESS** - My preferred form of access is: (please tick as appropriate) To receive photocopies: To inspect the original record: Other format (Please specify):

In the space below, please **describe the records as fully as you can,** as this will assist SOLAS in dealing with your application. If you are requesting personal information, please state precisely in whose name those records are held. You will not normally be given access to the personal information of another person unless you have obtained the written consent of that person.



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<ul> <li>In accordance with Section 9 (amendment of personal information Act 2014, I request an amendment to personal in</li> </ul>	
n the space below, please indicate which <b>information is inc</b>	complete incorrect or
<b>nisleading</b> and provide the correct version of same.	ompicie, incorrect of
s. In accordance with Section 10 (reasons for decisions) of act 2014, I request a reason for a decision which affects me	

SOLAS learning works	FREEDOM OF INFORMATION ACT 2014 REQUEST FORM
If you require more	e space to complete your request please attach extra pages.
SIGNATURE:	DATE:
Please send your comp	leted application form to:
Freedom of Information	on Unit, SOLAS, Castleforbes House, Castleforbes Road, Dublin 1 or email it to foi@solas.ie
EP.L.	<b>Telephone</b> : 01-5332392