

Request for Access to Records under the Freedom of Information Act, 1997.

Please use BLOCK letters

Applicant:

First Name _____ Title _____

Surname _____

Address _____

Tel: Home _____ Work _____

Note: Personal Information

Before you may be given access to personal information relating to yourself, you may be asked to produce proof of your identity e.g. Birth Certificate, Driving Licence, Passport or other form of identity.

Details of Request

In accordance with Section 7 of the Freedom of Information Act, 1997 I request access to records containing (please tick):

Personal Information relating to myself _____

Non-Personal Information _____

Relating to the following matter (describe in as much detail as possible):

(if insufficient space please attach separate sheet containing additional information)

Form of Access Required (please tick)

Photocopy of the record _____

Inspection of the record _____

Other form of access (please specify) _____

Signature _____ Date _____

Send the completed application form to:

**Director of Corporate Services,
Offaly County Council,
Charleville Road, Tullamore.**