

Standards in Public Office Commission
Request for Access to Records under the Freedom of Information Act 1997

Please use Block Letters

Details of Applicant

Name: _____

Postal Address: _____

Telephone Number(s)

Home: _____

Work: _____

For Office Use only
Date FOI Request Received :
Identify Verified :
Consent Confirmed :
Form of Identification Produced :
- <i>Birth Certificate</i>
- <i>Driving Licence</i>
- <i>Passport</i>
- <i>Other</i>

Personal Information

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

Form of Access

My preferred form of access is:
(please tick as appropriate)

___ to receive copies of records by post

___ other - please specify _____

Details of Request

In accordance with section 7 of the FOI Act, I request access to records which are:

(Please tick as appropriate) Personal Non-personal

(In the space provided please describe the records as fully as you can, as this will assist the Standards Commission's FOI decision makers 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. If you require more space to complete your description of records please attach a page.)

I request the following records: _____

Please Sign Here: _____ Date: _____

This form should be sent to:

**Brian McKeivitt,
Standards in Public Office Commission,
18 Lower Leeson Street,
Dublin 2.**