

FORM 1 (Regulation 8 (1) and (2))

**THE ACCESS TO INFORMATION ACT, 2002
SCHEDULE
(Regulations 8, 17 and 19)**

Application Form For Access To Official Document
(Please use a separate application form for each document requested)

Reference No. _____

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:	Tel:..... Fax:.....
Email.....	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.*

.....
Signature of Applicant

Date.....

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