

FORM 3 (Regulation 19(5))

THE ACCESS TO INFORMATION ACT, 2002

*Application Form for
Amendment/Annotation of Personal Record*

Reference No. _____

1. Title of Public Authority:.....
(Please state the title of the public authority to which the request for amendment/annotation is being directed).

2. Name of Applicant:
(Print)
Last..... First..... Middle.....

Alias(es) (if any).....

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. I require an amendment/annotation of the official document stated below as the information which it contains about me is:
(identification may be required)

- Incomplete
- Incorrect
- Out of date
- Misleading

5. 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.....
.....
.....
.....

6. The information in respect of which the above claim is being made indicates that:
.....
.....
.....

7. State the basis of your claim:
.....
.....
.....
.....

8. The amendment(s) required is/are:
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.....
.....

9. The annotation(s) required is/are: *(state the information, which would render the document, described at 5 above, complete, correct, up to date or not misleading and attach the statement, signed by you, to this application).*

Note: Please submit any documents/evidence in support of the amendment/annotation requested.

.....
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.