

SCHEDULE
FORM 1

(Regulations 8, 17 and 19)
(Regulation 8(1) and (2))

Reference No.
(For Internal Use Only)

THE ACCESS TO INFORMATION ACT, 2002
APPLICATION FORM FOR ACCESS TO OFFICIAL DOCUMENT
(Please use a separate application form for each document requested)

1. Title of Public Authority:
2. 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.: Fax Tel.: Fax

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

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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.*

..... Date.....

Signature of Applicant

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