

**FREEDOM OF INFORMATION ACT 2014
REQUEST FORM**

YOUR DETAILS (PLEASE USE BLOCK LETTERS)

Surname: _____

First Name: _____

Postal Address: _____

Telephone Number(s):

Home: _____ Business: _____

Mobile: _____ Email Address: _____

YOUR REQUEST

There are three types of request you can make under FOI legislation – please fill in either
1. Section 12 - **Access to Records**, 2. Section 9 - **Amendment to Personal Records** or
3. Section 10 - **Reason for Decisions**.

1. Section 12 – Access to Records

In accordance with Section 12 (access to records) of the Freedom of Information Act 2014, I request access to records, which are:

Personal **Non Personal**

Before you are given access to personal information relating to yourself you must provide us with a copy of your Birth Certificate or Driving Licence or Passport and another form of identity such as a telephone, gas or electricity bill.

FORM OF ACCESS - My preferred form of access is: (please tick as appropriate)

To receive photocopies: To inspect the original record:

Other format (Please specify): _____

In the space below, please **describe the records as fully as you can**, as this will assist SOLAS 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.*

