

Fees and charges

Section 27 of the Freedom of Information Act 2014 provides for fees and charges. The current fees are:

Type of Request or Application	Standard Fee	Reduced Fee for Persons covered by a Medical Card
Initial Request for a record – (Personal and non Personal)	Free	
Application for amendment containing incorrect information	Free	
Application for reasons for a decision affecting individual	Free	
Internal Review of initial decision – under Sect 21 (non personal records)	€30	€10
Appeal to Information Commissioner – under Sect 22 (non personal records)	€50	€15
Third Party Appeal to Information Commissioner – Sect 38/22	€15	

SOLAS will always help a requester who is making a request for information but where these fees apply, we cannot commence the formal process until the fee is paid.

Charges for search, retrieval and copying of records

Charges may be applied for the time spent finding and retrieving records, and for any copying costs incurred in providing the material requested. It is very unlikely that any charges will be applied in respect of personal records, except where a large number of records are involved.

If the cost of search, retrieval and copying is €100 or less, no charge is applied. If the charge exceeds €100, full fees apply. You cannot be charged more than €500. If the estimated cost of search, retrieval and copying is more than €700, SOLAS can refuse to process your request unless you refine your request to bring the search, retrieval and copying fees below this limit.

Type of Charge	Standard Charge
Search and retrieval of records	€20 per hour
Photocopying	4 cent per sheet
CD-ROM containing copy of documents	€10
Radiograph (X-ray) containing copy documents	€6