

13. Instructions for completing FOI 1.

- Please answer all questions
- Please use BLOCK LETTERS
- In the Space provided at **question 4**, please describe the records you are looking for as fully as you can. If you are requesting personal records, please state the Scheme or Service to which they relate. If you are requesting non-personal records, please give us any reference number you might have in relation to these records and enclose the appropriate fee of €15 or €10 (medical card holders) by way of cheque, postal order or bank draft made payable to the Department of Social and Family Affairs. If the reduced fee applies, you must give your medical number, the name of the issuing Health Executive Area and your consent for the Department to contact the Health Executive to check these details.
- To enable us to locate the records in question, you should try to be as specific as possible in identifying the records that you are looking for. If it is not possible to identify the records requested after a reasonable search has been made, your request may be refused and you will be notified of this.
- If the space provided is insufficient, please attach a separate sheet.
- If you are seeking access to the personal records of another person, please attach his/her written consent.

When completed, this form should be returned to the Department of Social and Family Affairs at the address below.

FOI Unit
Social Welfare Services Office
Shannon Lodge
Carrick-on-Shannon
Co. Leitrim

Request for Access to Records

Under the Freedom of Information Acts, 1997 and 2003

Part 1

Your own details

1. Please state:

Title (tick box): Mr. Mrs. Ms. Other

Surname:

First name(s):

Address:

Telephone Number:

Landline:

Mobile:

PPS No.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Office use only: ID Checked:

2. If you are making this request on behalf of an Organisation or Company please state:

Name of the Organisation / Company:

Position you hold within the Organisation / Company:

Part 2

Details of request

3. To the Minister for Social and Family Affairs:

In accordance with Section 7 of the Freedom of Information Acts, 1997 and 2003, I request access to records concerning matters which are:

Please tick appropriate box (✓)

Personal

Non-Personal

I wish to receive a copy of the following record(s)

or

I wish to inspect the record(s) at one of the Department's offices.

4. The documents I request access to are:

Please sign here:

Date:

D	D	M	M	Y	Y	Y	Y
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Data Protection and Freedom of Information

We, the Department of Social and Family Affairs, will treat all information and personal data you give as confidential. We will only disclose it to other people or bodies in accordance with law.

September 2007