

## 14. Instructions for completing FOI 1a.

- Please answer all questions
- Please use BLOCK LETTERS
- If the space provided is insufficient, please attach a separate sheet.
- Please attach any documents which would support your claim and let us know which documents should be returned to you.

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 Amendment of Personal 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.

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Office use only: ID Checked:

## Part 2

## Details of request

## 2. To the Minister for Social and Family Affairs:

In accordance with Section 17 of the Freedom of Information Acts, 1997 and 2003, I seek amendment of my personal records:

I claim that the records described below to which you provided me access under the Freedom of Information Acts, 1997 and 2003 contain information relating to my personal affairs that is:

Please tick appropriate box (✓)

Incomplete

Incorrect

Misleading

I also claim that the information is available for use by you in conjunction with your administrative functions.

## 3. The RECORD(S) containing the information is/are:


## 4. The INFORMATION which needs to be changed is:


Part 2 continued

Details of request

5. The information which I want to appear on the record(s) identified above is as follows:


6. The reason(s) why I claim the information is incomplete, incorrect or misleading is/are:


Please sign here:

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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.**