

9. In accordance with Section 9 of the Freedom of Information Act 2014, I seek amendment of personal records.

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

Incomplete

Incorrect

Misleading

10. The record(s) containing the information is/are:

Please describe the records you wish to be amended as clearly as you can.

11. The information that needs to be changed is:

Please describe the information you wish to have changed as clearly as you can.

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

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

Please include appropriate information in support of your application. It is not enough to merely state that the record in question is incomplete, incorrect or misleading. You will need to provide documentary evidence to back up your claim, for example, if factual information such as birth date is claimed to be incorrect, then evidence of the correct date must be provided.

Signature (not block letters)

Date:

D	D

M	M

2	0		
Y	Y	Y	Y

For official use only

ID Checked

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To request the amendment of personal records send this completed application form to:

The FOI Unit
 Department of Social Protection
 Shannon Lodge
 Carrick on Shannon
 Co Leitrim
 N41 KD81
 Email: foi@welfare.ie
 For more information log on to www.welfare.ie.

Please note that the Department of Social Protection cannot guarantee that any personal and sensitive data, sent by email, is fully secure. Customers who choose to use this channel are deemed to have accepted any risk involved.

Data Protection Statement

The Department of Social Protection will treat all information and personal data you give us as confidential. However, it should be noted that information may be exchanged with other Government Departments / Agencies in accordance with the law.

Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.