

9. In accordance with Section 12 of the Freedom of Information Act 2014, I request access to records concerning matters which are:

- Personal**
 The information relates to you only
- Mixed**
 Personal information **and** general or policy information
- Non-Personal**
 The request does not involve personal information

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:

10. The documents to which I request access are:

Please describe in full the records sought. If you are requesting personal records, please state the Scheme or Service to which they relate.

Date:

D	D

M	M

2	0		
Y	Y	Y	Y

Signature (not block letters)

For official use only

ID Checked

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Send this completed application form to:

For Non-Personal and Mixed requests:

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.

For personal FOI request please see contact list on 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.