Social Welfare Services
FOI 1

Data Classification R

Application form for Access to Records

- Please answer **all questions**.
- Please use BLOCK LETTERS and place an X in the relevant boxes.
- For more information, log on to **www.welfare.ie**.
- For us to locate the records in question, you should be as specific as possible in identifying the records required. Generally no fees apply for personal records unless a significant number of records are involved. If you wish to access records regarding a specific claim or payment, you should specify this in your request. If it isn't 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 you are seeking access to the personal records of another person, **you must include their written consent.**

Part 1 Your own details

1. Your PPS No.:

2. Title: (insert an 'X' or specify) Mr. ☐ Mrs. ☐ Ms. ☐ Other

3. Surname:

4. First name(s):

Contact Details

6. Your address:

County Postcode

7. Your telephone number: MOBILE

LANDLINE

8. If you are making this request on behalf of an organisation or company please state:

Name of organisation or company:

Position you hold within the organisation or company:

Part 2 Details of request

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

☐ Personal	☐ Mixed	☐ Non-Personal
The information relates to you only	Personal information **and** general or policy information	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

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

Personal data is required to determine eligibility for payments and services, administered for Ireland's social protection system. It may be shared with other Government Departments/Agencies where provided for by law. Data protection policy available at www.welfare.ie/dataprotection or hard copy.

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