

# Application Form

## Request to Fáilte Ireland for Access to Records under the Freedom of Information Acts, 1997 and 2003

### Details of requester (Please use BLOCK CAPITALS)

Surname \_\_\_\_\_

First names(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime telephone no. \_\_\_\_\_

Email address \_\_\_\_\_

### Type of records requested

Under Section 7 of the FOI Acts, I request access to records which are:

(Please tick)

Personal records

Non-personal records

Both personal and non-personal records

Note: Requests for records that contain non-personal information must be accompanied by a fee of €15 (or €10 if you are a medical card holder). There is no fee for personal information.

Before we release personal information to you, we may ask you to produce identification such as a birth certificate, driving licence, passport or other form of identity.

### Details of request

Please describe the records as fully as you can. If possible, please state the date or approximate date of the records you are seeking.

If you are requesting personal information, please state your exact name and address at the time the record was created.

The details you provide here will assist our FOI Unit in dealing with your request.

# Application Form

## Form of access

Please state your preferred form of access to the records (please tick)

I would like to receive photocopies of the records

I would like to receive copies on CD

I would like to inspect the originals

Other format (please specify) \_\_\_\_\_

## Application

I request access to the above records under Section 7 of the Freedom of Information Acts 1997 and 2003.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please send this application (*and the appropriate fee*) to:

Freedom of Information Unit  
Fáilte Ireland  
88-95 Amiens Street  
Dublin 1

## Office Use Only

Request received \_\_\_\_\_ Fee received \_\_\_\_\_

Identity verified \_\_\_\_\_ Form of identity \_\_\_\_\_

Request passed to relevant Division \_\_\_\_\_

FOI ref no. \_\_\_\_\_