

## Freedom of Information Act, 1997 as amended

*You may use this form to apply, under the FOI Act, for records held by the Department of Justice and Law Reform*

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### ***What is Freedom of Information?***

The Freedom of Information Act came into effect on 21 April, 1998. This Act gives you the right to access records held by Government departments and certain public bodies. You do not have to give a reason as to why you want to see any records. The Government department or body must give you an explanation if you are not given what you are looking for. A decision on your application must normally be made within 20 working days.

### ***What can you ask for?***

You can ask for the following records held by Government departments or certain public bodies:

- w any records relating to you personally, whenever created
- w all other records created after 21 April, 1998

A 'record' can be a paper document, information held on computer, printouts, maps, plans, microfilm, microfiche, audio-visual material, etc.

### ***Procedure for accessing records***

To access a record you must apply in writing to the *Freedom of Information Officer, Department of Justice and Law Reform, 51 St. Stephen's Green, Dublin 2*, stating that the request is made under the Freedom of Information Act **clearly identifying the records** that you seek.

### ***Processing of applications***

You will receive an acknowledgement of your application within 10 working days. A decision on your application will normally be made within 20 working days. If your request is refused you will be given reasons for the refusal.

### ***Can you appeal against the decision?***

Yes. If you are not satisfied with the decision regarding your FOI request you may ask the department or body for an "internal review" of that decision. A more senior officer will review your application. You will be told the result of this review within 15 working days. If you are unhappy with the outcome of the "internal review" an appeal, in writing, may be made directly to the Information Commissioner at the following address:

Office of the Information Commissioner, 18 Lower Lesson Street, Dublin 2.

**Do you have to pay?**

Fees may be charged for the cost of photocopying in the case of personal information. Charges may also apply in respect of the search and retrieval of other information.

**For further information?**

The Freedom of Information Act is available from the Government Publications Sales Office, Molesworth Street, Dublin 2. If you require any assistance in completing this form or information in relation to the operation of the Freedom of Information Act within this Department please contact the Freedom of Information Unit, by **phone** at (01) 6028408/8417, or by **E-mail** at the following address: [foi@justice.ie](mailto:foi@justice.ie)

**Request for Access to Records under the FOI Act, 1997(as amended)**

*Please use BLOCK letters*

**Surname:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Postal Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Telephone Number(s)**

**Home:** \_\_\_\_\_ **Mobile :** \_\_\_\_\_

**Business:** \_\_\_\_\_

**Personal Information**

Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity.

**Form of Access**

My preferred form of access is; \_\_\_\_\_  
(please tick as appropriate)

to receive copies of the records by post

other - please specify \_\_\_\_\_

In accordance with Section 7 of the FOI Act, I request access to records which are:

(Please tick as appropriate)       **Personal**                       **Non-personal\*\***

\*\* If you are submitting an non-personal FOI request, your request must be accompanied by an up-front fee of €15.00. Your request will not be accepted without an up-front fee.

*(In the space provided please describe the records as fully as you can. If you are requesting personal information, please state precisely in whose name those records are held. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person.)*

**I request the following records:**

\_\_\_\_\_  
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**PLEASE SIGN HERE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

If you are requesting records under the FOI Act which relate to any of the Bodies listed below, your request for information should be addressed directly to the Bodies below: