

**REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION  
ACT, 2014**

Please use **BLOCK** letters

**Applicant:**

First Name \_\_\_\_\_ Title \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Tel: Home \_\_\_\_\_ Mobile \_\_\_\_\_

**Note: Personal Information**

Before you may be given access to personal information relating to yourself, you may be asked to produce proof of your identity e.g. Birth Certificate, Driving Licence, Passport or other form of identity.

**Details of Request**

In accordance with Section 12 of the Freedom of Information Act, 2014 I request access to records containing (please tick):

Personal Information relating to myself \_\_\_\_\_

Non-Personal Information \_\_\_\_\_

Relating to the following matter (describe in as much detail as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if insufficient space please attach separate sheet containing additional information)

**Form of Access Required (please tick)**

Photocopy of the record \_\_\_\_\_

Inspection of the record \_\_\_\_\_

Other form of access (please specify) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send the completed application form to:

Freedom of Information Officer, Offaly County Council, Áras an Chontae, Charleville  
Road, Tullamore, R35 F893