## Freedom of Information Act, 2014

**REQUEST FOR ACCESS TO RECORDS**

**1. DETAILS OF APPLICANT** (PLEASE USE BLOCK CAPITALS)

Surname:

First Name(s):

Address for correspondence:

Email Address:

Contact Telephone Numbers:

**2. FORM OF ACCESS**

My preferred form of access is: (please tick as appropriate)

To receive photocopies: 🗆

Other format (Please specify): 🗆

**3. DETAILS OF REQUEST**

In accordance with section 12 of the FOI Act 2014, I request access to records which are:

**Personal** 🞏

**Non-Personal** 🞏

**A mixture of personal and non-personal** 🞏

Before you are given access to personal information relating to yourself, you may be asked to produce proof of identification (e.g. your Birth Certificate, Driving Licence, Passport, Staff ID Card, Student ID Card or other form of identity).

**3. DETAILS OF REQUEST** (CONTINUED)

In the space provided below, please describe the records as fully as you can as this will assist the Authority in dealing with your request; e.g. if you are requesting **Personal Information**, please state as accurately as you can the date the record was created and your exact name and address at the time the record was created (if different from above). If available please provide any reference numbers of other unique identifier that may assist in identifying records. Please note: you will not normally be given access to the personal information of another person unless you have obtained the written consent of that person. If you require more space to complete your description of records, please attach a page.

**I request access to the following records:**

I request access to the above records under section 12 of the Freedom of Information Act 2014.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ **Date:** \_\_\_\_\_\_\_\_\_ \_

Please send your completed application to:

**Freedom of Information Officer**

Road Safety Authority

Moy Valley Business Park

Primrose Hill

Ballina

Co, Mayo

If you require any assistance in making a Freedom of Information Request, please contact the Freedom of Information Officer on:

Tel: (096) 25122

Email: foi@rsa.ie