

Request for Access to Records under the Freedom of Information Acts 1997 and 2003



Details of Applicant (*Please use BLOCK letters*).

Surname		
First Name		
Postal Address		
E-Mail Address		
Telephone Numbers	Home	Business
FAX		

For Office Use Only		
Date FOI Request Received		
<i>Identity Verified</i>	<input type="checkbox"/>	
<i>Consent Confirmed</i>	<input type="checkbox"/>	
<i>Forms of identity produced</i>	Birth Certificate	<input type="checkbox"/>
	Driving Licence	<input type="checkbox"/>
	Passport	<input type="checkbox"/>
	Other	

Personal Information

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

Non Personal Information

A request for information of a non-personal nature must be accompanied by the appropriate fee (€15 or a reduced rate for medical card holders or dependent(s) of a medical card holder).

Form of Access

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

- to receive copies of the records by post
- other - please specify:

Details of Request

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

(Please tick as appropriate) Personal Non-personal

(In the space provided **please describe the records as fully as you can** as this will assist in dealing with your application. 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. If you require more space to complete your description of records please attach a page.)

I request the following records:

PLEASE SIGN HERE _____
DATE _____

Your application should be addressed to:

Mr. Declan Finlay
Freedom of Information Officer
Patents Office
Government Buildings
Hebron Road
Kilkenny

Telephone:	(056) 7720111
Lo-Call Telephone Service to Kilkenny (available within Ireland if calling outside the (056) area):	1890 220223
Fax:	(056) 7720100
Lo-Call Fax Service to Kilkenny (available within Ireland if calling outside the (056) area):	1890 220120

If you require any assistance in completing this form please contact the Freedom of Information Officer. The Freedom of Information Officer is also available to provide assistance to persons with a disability to exercise their rights under the FOI Acts (e.g. accepting oral requests from requesters who are unable to read, print and /or write due to their disability, enabling the requester to inspect or have records explained to him or her).