

# RTB FOI Request Form



Request for access to records under Section 12 of the Freedom of Information Act 2014 (the “FOI Act 2014”)

Please use BLOCK capitals.

First Name	<input type="text"/>	Surname	<input type="text"/>
Postal Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Email Address	<input type="text"/>		

**Please state preferred form of access to records requested**

Post  Email

**Type of records requested**

Personal records  Non-personal records

**Note:** The RTB is not required to search for or provide non-personal records created on or before 21 April 2012. This does not apply to requests for personal information.

**Personal information**

If you are requesting personal information, please provide a copy of photographic identification, i.e. passport and a copy of proof of address, i.e. utility bill.

If you are requesting personal information of another person, please state precisely, the person’s name and the type of records being requested. Requesters will not be provided with access to personal information of another person unless (where appropriate) prior written consent of the person to whom it relates has been obtained. This consent will be verified by the RTB before such a request is dealt with.

**Description of records sought**

In accordance with **Section 12 of the FOI Act 2014**, I request access to the following records:

*(Please give as much information as possible of the records you are seeking to enable us to identify the relevant records)*

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Please sign here: <input type="text"/>	Date: <input type="text"/>
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Please return this form via post to the FOI Officer, **RTB, PO Box 12323, Dublin 2, Ireland**. If you wish to discuss your request please phone 0818 303037 Mon – Fri, 9am – 5pm and request to speak with the FOI Officer. We aim to respond within 20 working days from receipt of a valid request.

**Note:** FOI requests sent to the incorrect postal address may not be dealt with within the statutory time limit.