

# Freedom of Information Request Form

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## 1. Details of Applicant (Please use Block Capitals)

Surname:

First Name:

Organisation:

Address:

Daytime Telephone Number:

E-mail address:

## 2. Information Request

### Please tick as appropriate

I require access to records under section 7 of the Act

I wish to amend personal details under section 17 of the Act

I wish to know reasons for decisions under section 18 of the Act

The information I seek is of a:

Personal nature  Non-personal Nature

You may seek records which relate to you personally irrespective of when they were created. Access to personal information will require I.D in the form of a Birth Certificate, a Drivers License or a Passport and one other form of identity such as a utility bill (e.g. ESB, telephone etc.) **Please provide copies with the request.** Access to another individual's personal details will not be granted without the written permission of that individual. If the information that you require is of a non-personal nature please ensure that you enclose the relevant fee. Details of fees can be found on page 29 of the Section 15 Manual or by clicking [here](#).

## 3. Details of request:

3.1 If you are requesting access to records under section 7 of the FOI Act please give as much detail as possible in describing the information that

you require.

3.2 If you require amendments to be made to personal records please state where the error occurs and the changes that are required to be made.

3.3 If you require reasons for decisions made by the DDDA please give as much detail as possible below, regarding how the decision affected you. If you require additional space please use an extra sheet.

**4. Form of Access**

I would like to inspect the original records

I would like to receive copies

I would like to acquire the records in a particular format:

If other please specify

Signature:

Date:

Please return completed applications to;  
FOI Officer  
Dublin Docklands Development Authority  
52 – 55 Sir John Rogerson’s Quay

Docklands

Dublin 2

Telephone: 01 8183334

Email: [foi@dublindocklands.ie](mailto:foi@dublindocklands.ie)

Official use only

Date Received \_\_\_\_\_

Consent Received \_\_\_\_\_

ID Received \_\_\_\_\_