



FORM 1

(Regulation 8(1) and (2))

Reference No. _____

THE ACCESS TO INFORMATION ACT, 2002
APPLICATION FORM TO ACCESS TO OFFICIAL DOCUMENT REQUESTED
(Please use a separate application form for each document requested)

1. Title of Public Authority Ministry of Finance and the Public Service
(Please state the title of the public authority from which you are requesting the document).

2. Name of Applicant:
Last _____ First _____ Middle _____
(Print)

(Please indicate the address)

3. Address:
(Please indicate the address to which correspondence related to your application should be sent).

Mailing _____ Business _____

Tel: _____ Fax: _____

Email _____ Other _____

4. Description of Document:
(Please state all information available to you which will assist us in filling your request quickly).
Name/Type of Document (if known) _____

Reference/File No. (if known) _____

Other _____

5. I would like to:
(Please check the relevant box (es))

- Inspect the document
- Listen to the document
- View the document
- Have a copy(ies) of the document made available to me in the following format:
 - Photocopy
 - Compact Disc/DVD
 - Diskette
 - Transcript
 - Other (please specify) _____

Number of copies required: _____

Please note that:

- *payment will be required before copies are made;*
- *information on available formats and prices per copy may be obtained from the relevant public authority;*
- *where the provision of copies in the requested format is not possible, an alternative format, as may be agreed between the parties, will be made available.*

Date _____
Year _____ Month _____ Day _____

Signature of Applicant _____

Note: Responsible officers should complete a Memorandum of Attestation & Verification if an Application is completed by him/her on behalf of the applicant.