

OFFICIAL DATE STAMP

OFFICIAL USE ONLY	
Request No:	
Date FOI request received:	
Identity Verified:	
Consent Confirmed:	



REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT, 2014

Please address this request to: foi@corketb.ie or to the FOI Officer, Cork ETB, 21 Lavitt's Quay, Cork.

Please use **BLOCK** letters

Details of Applicant:

Surname: _____

First Name: _____

Postal Address: _____

Contact Details: Home Number: _____

Business Number: _____

Mobile Number: _____

E-Mail Address: _____

Details of records requested

In accordance with Section 11 of the FOI act, I request access to records which are:

(please tick as appropriate)

<input type="checkbox"/>	Personal
<input type="checkbox"/>	Non-Personal

Form of Access

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

<input type="checkbox"/> Copy by Post	
<input type="checkbox"/> Other (please specify)	

Details of Request

In the space provide below, please describe the records you are requesting as fully as you can. 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.

I request the following records:

Signature: _____

Date: _____