



**REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT 2014  
- STANDARD REQUEST FORM -**

**Details of Applicant:**

Surname:

First name:

Postal Address:

Contact no {daytime}:

Email address:

**Form of Access:**

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

Receive copies of the records by post

Other – please specify

**Details of Request:**

In accordance with **Section 12 of the Freedom of Information Act 2014**. I request access to records which are (please tick as appropriate):

Personal\*

Non-personal

**\* Before you are given access to personal information, the Department will require proof of identity.**

Failure to provide identification will delay the processing of your application

**COPIES ONLY** of Driver's Licence, Passport or Social Welfare Card

**Identification Provided\*:**

**Records Description:**

In the space provided, **please describe the records as fully as you can**. You should also be as specific as possible to enable the information to be identified easily and, if possible, indicate the time-frame which applies to your request e.g. between May 2013-December 2013.

If you are requesting **Personal Information**, please state precisely, in whose name those records are held please give any variations which may be relevant e.g. Murphy and O'Murchú. It is not usual to be given access to personal information of another person unless you have obtained the written consent of that person.

I request the following records:

If a solicitor is acting on your behalf, please give their name and address below:

Solicitor's Name:

Address:

Email:

Telephone:

Fax:

The staff of the FOI Unit will be happy to assist you in completing your application for information.

Our contact details are as follows:

**Freedom of Information Unit  
Department of Education & Skills  
Marlborough Street  
Dublin 1  
D01 RC96**

Telephone: 00353 1 889 2240 / 2385 / 6444

Email: [foi@education.gov.ie](mailto:foi@education.gov.ie)

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*The Department of Education and Skills will use the data you provide solely for the purpose intended. The information will only be disclosed as permitted by law.*

## Privacy Statement for FOI Request Form

The Department of Education and Skills, as far as practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The Department requires certain personal data in order to process your request under the Freedom of Information Act 2014. Your personal data may be exchanged with other public bodies or education/training organisations in certain circumstances where this is provided for by law. The privacy notice outlining further information in relation to this form can be found at <https://www.education.ie/en/The-Department/Data-Protection/gdpr/>. Full details of the Department's data protection policy setting out how we will use your personal data or your child's data, as well as information regarding your rights as a data subject, are available at <https://www.education.ie/en/The-Department/Data-Protection/>. Details of this policy and privacy notice are also available in hard copy upon request.