

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

***IDENTIFICATION MUST BE PROVIDED BY THE PERSON REQUESTING INFORMATION WHERE THE REQUEST IS PERSONAL IN NATURE**

Failure to provide identification will delay the processing of your application

COPIES ONLY of Birth Certificate, 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. 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:

RE: KILGOSKAN NATIONAL SCHOOL

KILGOSKAN

THE WARD

DUBLIN 11

REQUEST FOR INFORMATION FOR ALL FUNDING CONFIRMED
& PROVIDED FOR THE PAST TWELVE MONTHS TO PRESENT
DATE

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

Telephone: 00353 1 889 2240 / 2385 / 6444

Email: 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.