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

To: FOI Officer,
Department of the Environment, Climate and Communications,
Elm House,
Earlsvale Road,
Cavan,
Co Cavan,
H12 A8H7.
Please use <b>BLOCK</b> letters
Details of Applicant
Surname:
First Name:
Postal Address:
Postcode:
Email Address:
Telephone Number(s)
Home:
Business:
Mobile:
My preferred form of access is: (please tick as appropriate)
to receive copies of the record by post
other Please specify
Details of Request
In accordance with the Freedom of Information Act 2014, I request access to records which are: (please tick as appropriate)
Personal Non-personal

another person unless you have obtained the written consent of that person.			
I request the following records:		_	
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Please sign here:	Date:		

The Department publishes a list of all non-personal Freedom of Information (FOI) requests on its

carry out the functions of the Department. Your personal data may be exchanged with other

The Department requires customers to provide certain personal data in order to provide services and

Government Departments and Agencies in certain circumstances, where lawful. Full details can be found in the Data Privacy Notice, available on the department website or in hard copy upon request.

website.

In the space provided below, please describe the records 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