

## Request for Access to Records under the Freedom of Information Act 2014

*Please use BLOCK letters*

**Surname:**

**First Name:**

**Company** (if applicable)

**Postal Address:**

**Daytime Telephone Number:**

**Email Address:**

**Personal Information:** Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity i.e. Birth Certificate, Driving Licence, Passport or other form of identity.

### Form of Access

My preferred form of access is:

*(Please tick as appropriate)*

1.  To receive copies of the records by post

2.  To receive copies of the records by email

3.  Other. Please specify

In accordance with the Freedom of Information Act I request access to records, which are:

*(Please tick as appropriate)*

1.  Personal

2.  Non-Personal

## DETAILS OF REQUEST

(In the space provided below *please describe the records as fully as you can*, as this will assist the OPW's FOI Unit in dealing with your application. 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. *If you require more space to complete your description of the records please attach a separate page.*)

I request the following records:

**Your application should be emailed to [foiunit@opw.ie](mailto:foiunit@opw.ie) or addressed to:**

Freedom of Information Unit,  
Office of Public Works,  
Jonathan Swift Street  
Trim  
Co Meath  
Phone: 046 942 6747

If you require assistance in completing this form please contact the above Unit. The Unit is also available to provide assistance to persons with a disability to exercise their rights under the FOI Act; e.g. accepting oral requests from requesters who are unable to read, print and/or write due to their disability, enabling the requester to inspect or have records explained to him or her