

Freedom of Information APPLICATION FORM

Please use BLOCK letters

Details of Applicant

Surname: _____

First Name: _____

Postal Address: _____

E-Mail Address: _____

Telephone Number(s)	For Office Use Only
<p>Home: _____</p> <p>Business: _____</p>	<p>Date FOI Request Received ___/___/___</p> <p>Identity Verified _____</p> <p>Consent Confirmed _____</p> <p>Form of identity produced</p> <p style="padding-left: 20px;">Birth Certificate</p> <p style="padding-left: 20px;">Driving Licence</p> <p style="padding-left: 20px;">Passport</p> <p>Other _____</p>

Personal Information

Before you are given access to personal information relating to yourself, you may be asked to produce you Birth Certificate, Driving Licence, Passport or other form of identity.

Non Personal Information

A request for information of a non-personal nature must be accompanied by appropriate fee (€15 or reduced rate of €10 for medical card holders or dependant(s) of a medical card holder).

Form of Access

My preferred form of access is:

(please tick as appropriate)

- To receive copies of the records by post
- Other – please specify _____

Details of Request

In accordance with section 7 of the FOI Act, I request access to records, which are:

(Please tick as appropriate)

- Personal
- Non-personal

*(In the space provided **please describe the records as fully as you can** as this will assist the Boards 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 records please attach a page.**)*

I request the following records:

Your application should be addressed to:

Cavan County Enterprise Board
Cavan Innovation & Technology Centre
Dublin Road
Cavan

Tel: 049-4377200

Fax: 049-4377250

Email: info@cceb.ie

Website: www.cavanenterprise.ie

If you require any assistance in completing this form please contact the above Board. The Board 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).