IFSAT FOI Request Form

Request for access to records under Section 12 of the Freedom of Information Act 2014 (the “FOI Act 2014”)  
Please use BLOCK capitals.

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\* We may contact you in relation to your Freedom of Information Request*

Please state preferred form of access to records requested:

Post 🗖 Email 🗖

Type of records requestedPersonal records 🗖 Non-personal records 🗖

Note: IFSAT is not required to search for or provide non-personal records created on or before 21 April 2012. This does not apply to requests for personal information.

Personal information

If you are requesting personal information, please provide a copy of photographic identification, i.e. passport and a copy of proof of address, i.e. utility bill.

If you are requesting personal information of another person, please state precisely, the person’s name and the type of records being requested. Requesters will not be provided with access to personal information of another person unless (where appropriate) prior written consent of the person to whom it relates has been obtained. This consent will be verified by IFSAT before such a request is dealt with.

Description of records sought

In accordance with Section 12 of the FOI Act 2014, I request access to the following records:

(Please give as much information as possible of the records you are seeking to enable us to identify the relevant records)N

OI requests sent to the incorrect postal address may not be dealt with within the statutory time limit.  
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Please return this form to **FOI Officer,** IFSAT, First Floor, 4/5 Arran Square, Lincoln Lane, Arran Quay, Dublin 7.

If you wish to discuss your request please phone (01) 872 7693 Mon – Fri, 9am – 5pm and request to speak with the FOI Officer. We aim to respond within 20 working days from receipt of a valid request.  
Note: FOI requests sent to the incorrect postal address may not be dealt with within the statutory time limit.  
Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_