

Request for Access to Records Under The Freedom of Information Act 2014

To: Freedom of Information Officer,
Westmeath County Council,
Áras an Chontae,
Mullingar,
Co. Westmeath.

Please use BLOCK letters

Applicant's Name:

Postal Address:

Daytime Telephone Number:

Email address:

In accordance with section 12 of the FOI Act, I request access to records which are:
(Please tick as appropriate)

Personal

Non-personal

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 another person unless you have obtained the written consent of that person.

Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity.

I request the following records:

My preferred form of access is: (please tick as appropriate)

To receive copies of the records by post

Other (please specify)

PLEASE SIGN HERE

DATE: