# ENVIRONMENTAL PROTECTION AGENCY

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

*Please use BLOCK letters*

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| **Details of Applicant** |

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

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

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

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 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number(s) Office Use Only**

**Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date FOI Request Received \_\_\_\_\_\_\_\_\_\_\_\_

**Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Identity Verified 🞎 \_\_\_\_\_\_\_\_

 Consent Confirmed 🞎 \_\_\_\_\_\_\_\_\_\_\_

**Personal Information**

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

**Form of Access**

My preferred form of access is:

*(please tick as appropriate)*

 🞎 to receive copies of records by post

 🞎 other - please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Details of Request** |

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 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).*

I request access to the following records:

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## PLEASE SIGN HERE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_