

Request for Access to Records under the Freedom of Information Act, 1997 as amended by the Freedom of Information act 2003



Name:

Address

PPS no:

[if appropriate]

Telephone Nos

Home

Business

Fax

Details of records requested:

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

Personal Non Personal [Please tick as appropriate]

Form of Access:

My preferred form of access is: [Please tick as appropriate]

- Copy of record Decoded [Shorthand] Inspect / View Record
 Computer Disk Sound or Visual Image Transcript of Information

Date / /

Signature of Requester:

Official Use Only

Req. No:

Date FOI Request / /

Identity Verified

Consent Confirmed

Request for Access to Records under the Freedom of Information Act, 1997 as amended by the Freedom of Information act 2003

You may use this form to apply under the FOI Act for records held by the Office of the Revenue Commissioners.

What is Freedom of Information?

The Freedom of Information Act came into effect on 21 April, 1998. This Act gives you the right to access records held by Revenue.

What can you ask for?

You can ask for:

- any records relating to you personally , whenever created
- all other records created after April 21 1998

A “record” can be a paper document, information held on a computer, printouts, maps, plans, microfilm, microfiche, audio-visual material, etc.

How do I apply for access?

Request for access must be in writing and should be addressed to:

Office of the Revenue Commissioners,
Freedom of Information Unit,
Ground Floor,
Cross Block,
Dublin Castle,
Dublin 2.

A decision on your request will be made and communicated to you within 20 working days of receipt of the request in Revenue.

Can you appeal against the decision?

Yes. If you are not satisfied with the decision, you can seek a review of the decision. This appeal must be made in writing to the address above. A more senior officer will review the decision. You will be informed of the outcome of this review within 15 working days. If you are still not satisfied with the review, you have the right to appeal this decision to the Information Commissioner.

Do you have to pay?

There is a statutory fee of €15 for a request for non personal records made under Section 7 of the FOI Act. Search & Retrieval fees may be charged for the cost of photocopying in the case of personal information. Charges may apply in respect of the search and retrieval of other information. Full details of charges may be obtained from the FOI Unit at the address above.