



# REQUEST FOR DOCUMENT / INFORMATION FORM

## (Freedom of Information Act, Cap. 496)

Details are to be filled in by the applicant. In case of difficulty assistance will be provided by the Freedom of Information Officer responsible for the Public Authority to whom request is to be submitted. Contact Details of the Public Authority's Freedom of Information Officer will be provided in the Acknowledgement to this Application which will be submitted by the Public Authority following receipt of the application.

<b>REF. NO.</b> (For office use only)		<b>DATE OF RECEIPT</b> (For office use only)	
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### NAME OF PUBLIC AUTHORITY TO WHOM REQUEST IS BEING SUBMITTED

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### DETAILS OF APPLICANT

<b>Surname</b>		<b>Name</b>	
<b>Identity Card or Residence Permit No.<sup>1</sup></b>		<b>Telephone</b>	
<b>Postal Address</b>			
<b>E-mail Address<sup>2</sup></b>			
<b>Body Corporate on behalf of which information is being requested<sup>3</sup></b>			

### DESCRIPTION OF DOCUMENT / INFORMATION BEING REQUESTED

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### I WOULD LIKE: (please tick as appropriate)

- An electronic copy of document to be received by E-Mail
- An electronic copy of document to be received on Digital Media
- To inspect a document at Public Authority
- A copy or print-out of document to be collected
- A copy or print-out of document to be received by post
- A summary or excerpt of document contents (refer to Note h) to be collected
- A summary or excerpt of document contents (refer to Note h) to be received by post

### Declaration of Applicant's Eligibility

I hereby declare that I am an eligible person in terms of the Freedom of Information Act (Cap. 496), which defines an 'eligible person' as 'a person who is resident in Malta and who has been so resident in Malta for a period of at least five years, and who is either a citizen of Malta or a citizen of any other member state of the European Union or a citizen of any other state the citizens of which have a right, in virtue of any treaty between such state and the European Union, to be treated in Malta in the same manner as citizens of member states of the European Union'.

.....  
**Signature (not required if form is submitted electronically)**

.....  
**Date**

### DATA PROTECTION STATEMENT:

Personal data collected in this form is for the purpose to process the above request as regulated by the Freedom of Information Act (Cap. 496). All personal data will be processed in accordance with the Data Protection Act (Cap. 440).

<sup>1</sup> A copy/scanned copy of the Identity Card or Residence Permit is to be attached to the application.

<sup>2</sup> The applicant must ensure that the e-mail address provided for the purposes of receiving correspondence and/or the document requested is fully functional.

<sup>3</sup> Applicable only in the case of requests made pursuant to Articles 19 and 20.

## Notes to applicant:

- (a) This form is to be filled in by those applicants requesting documents or information, including information in relation to a decision or recommendation made by the Public Authority in their respect.
- (b) In the case of information requested in relation to a decision or recommendation made by the Public Authority in respect of the applicant, the request must be made within 6 months from the relevant decision or recommendation. If there is a lapse of time from the date when the relevant decision/recommendation is taken and the date when the person learns about the decision/recommendation, the six months will apply as from the date when the person learns about the decision/recommendation.
- (c) Insofar as possible, access to the document shall be provided in accordance with the applicant's preference.
- (d) In the case of documents that are a recording of sounds and visual images, the Public Authority may make arrangements for the applicant to hear or view those sounds or visual images. In the case of documents in shorthand or codified form, a transcript thereof shall be provided.
- (e) The Public Authority undertakes to submit notification indicating whether a request would be met or not in terms of the Freedom of Information Act (Cap. 496) as soon as reasonably practicable, and in any case within twenty (20) working days. Such timeframe may be extended by up to forty working days in line with Article 11 of the Freedom of Information Act, in which case the applicant will be given notice of the extension and the reasons therefor.
- (f) Fees are charged by the Public Authority in accordance with the Fees charged by Public Authorities for Access to Documents Regulations, 2010.
- (g) The Freedom of Information Act (Cap. 496) entitles the applicant to address complaints or to seek investigation and review by the Information and Data Protection Commissioner, as the case may be, following recourse to the Public Authority's internal complaints procedure.
- (h) Requesting an excerpt or summary of a document may reduce the cost of a particular request whenever the information required is contained in a large document also containing other information that is not relevant to the request
- (i) **Internal Complaints Procedure**  
Details of the Public Authority's Internal Complaints procedure will be provided in the Acknowledgement to this application which will be submitted by the Public Authority following receipt of the application.