

**Request under Freedom of Information 2014**

(Please type or write in block capitals)

This form may be completed if you wish to request information held by the Food Safety Authority of Ireland (FSAI) under the Freedom of Information Act 2014.

Please complete **all** fields.

1. **Details of Requester**

First name: Surname:

Address:

Telephone:

Email:

1. **Details of request**

In accordance with Section 12 of the Freedom of Information Act 2014, please specify if you are requesting access to records which are:

|  |  |
| --- | --- |
| **Personal** |  |
| **Non-personal** |  |
| **Mixed** |  |

In this space, please provide details of the information requested. Please state as accurately as possible the dates the information refers to, your exact name and address at the time the information and/or records were created if you are seeking personal information

|  |
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|  |

1. **My preferred form of access is** (please tick one):

|  |  |
| --- | --- |
| **Post** |  |
| **Email** |  |

1. **Identification**

Before you are given access to personal information relating to yourself, you are required to provide:

* a copy of your identification bearing your full name and photograph (for example, passport, driver’s licence, etc.)
* proof of address to which the materials will be sent (for example, the top of a utility bill bearing both your name and address). This must be **less** than six months old

If you are requesting personal information on behalf of another person, signed proof of direct authorisation **must** be provided with this form.

1. **Is there any further information you would like to add?**

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|  |

1. **Signature**

I declare that all the details I have given in this form are true and complete to the best of my knowledge.

Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Once complete, please send this form to either of the following addresses:**

|  |  |
| --- | --- |
| By post | Freedom of Information OfficerGovernance and Information UnitFood Safety Authority of IrelandThe ExchangeGeorge’s DockD01 P2V6Dublin 1 |
| By email | FOI@fsai.ie |