



## REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT, 1997

Please address this request to FOI, Civic Offices, Clonmel or email: [foi@tipperarycoco.ie](mailto:foi@tipperarycoco.ie)

Please use Block Capitals

### Details of Applicant

Surname:

First Name:

Postal Address:

Telephone Number(s):

Home:

Business:

Mobile:

Official Use Only

Date FOI request Received:

Identity Verified:

Consent Confirmed:

### Personal Information

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

to receive copies of the record by post

other – please specify

### Details of Request

In accordance with **Section 1 of the Freedom of Information 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.*

I request the following records:

Please sign here:

Date: