

Application to Receive Information

Note that completion of this form is not a compulsory requirement to make a request for information and that any written letter, e-mail or a verbal request with the essential information to identify the requested information is sufficient..

Information Officer,

.....,

01. Name of Requestor :-

02. Address :-

03. Contact Number (if any):-

04. E-mail Address (if any) :-

05. Details about information requested

(If the space provided is insufficient attach the facts written separately.)

I. Specific Public Authority :-

II. Information requested :-

III. Specific period information is requested :- ?

06. Manner in which information is requested :-

(Delete whatever inapplicable.)

(I). Inspect relevant work, documents, records,

(II). Take notes, extracts or certified copies of document or records,

(III). Take certified copies of material,

(IV). Obtain information in the form of CD / DVD / Storage media / tapes / videocassettes / any other electronic mode / printouts where such information is stored in a computer or in any other device.

07. Language in which requestor prefers access :-

08. Does the information request :-

09. Any other details :-

10. Relevant documents attached (if any)

I.

II.

III.

11. Is the requestor a citizen of Sri Lanka ? Yes / No

Date :-

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Signature