



etb

Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
Cavan and Monaghan
Education and Training Board

REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT 2014

- STANDARD REQUEST FORM -

Details of Applicant:

Surname:

First name:

Postal Address:

Contact no {daytime}:

Email address:

Form of Access:

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

Receive copies of the records by post

Other – please specify

Details of Request:

In accordance with **Section 12 of the Freedom of Information Act 2014**. I request access to records which are (please tick as appropriate):

Personal*

Non-personal

***IDENTIFICATION MUST BE PROVIDED BY THE PERSON REQUESTING INFORMATION WHERE THE REQUEST IS PERSONAL IN NATURE**

Failure to provide identification will delay the processing of your application

COPIES ONLY of Birth Certificate, Driver's Licence, Passport or Social Welfare Card

Identification Provided*:

Records Description:

In the space provided, **please describe the records as fully as you can**. You should also be as specific as possible to enable the information to be identified easily and, if possible, indicate the time-frame which applies to your request e.g. between May 2013-December 2013.

If you are requesting **Personal Information**, please state precisely, in whose name those records are held. It is not usual to be given access to personal information of another person unless you have obtained the written consent of that person.

I request the following records:

If a solicitor is acting on your behalf, please give their name and address below:

Solicitor's Name:

Address:

Email:

Telephone:

Fax:

The FOI Officer will be happy to assist you in completing your application for information.

Our contact details are as follows:

Freedom of Information Officer

Cavan and Monaghan ETB

Administration Centre

Market Street

Monaghan

Telephone: 00353 47 30888 Email: foi@cmetb.ie

Signature of Applicant: _____ Date: _____

METB will use the data you provide solely for the purpose intended. The information will only be disclosed as permitted by law.