

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,
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01. Name of Requestor

02. Address

03. Contact No. (if any) 04. Email Address (if any)

05. Details about Information requested

I. Specific Public Authority

II. Information requested

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III. Specific period information is requested (if applicable)

06. Manner in which information is requested

I. inspect relevant work, documents, records

II. Take notes, extracts or certified copies of documents or records

III. Take certified samples of material

IV. Obtain information in the form of CD/DVD/storage media/tapes/video cassettes/ 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 concern the life and personal liberty of a citizen? (Yes/No)

If yes, give reason for belief

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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

Signature