

Request for Access to NUI Records under the Freedom of Information Acts, 1997 and 2003

Please enter your details below:

Forename(s): _____

Surname: _____

Postal Address: _____

Daytime Phone/Mobile: _____

Email: _____

(Note: if you are requesting access to personal information relating to yourself, you may be asked to provide proof of your identity.)

Details of your FOI request:

In accordance with Section 7 of the FOI Act, I request access to records which are personal/non-personal (*please delete as appropriate*). I request the following records:

Signature: _____ **Date:** _____

If you are looking for **a record** you should provide as much information as possible to allow us to find it. If you want it in a particular format you should state this clearly in your request.

If you are looking for **an amendment to a record**, your request should identify the record concerned, the amendment required, and provide evidence that the amendment is necessary.

If you seek a **statement of reasons** under Section 18 of the FOI Act, you must state this clearly.

Application fees

A standard application fee of €15 must accompany an FOI request made under section 7 of the Act for a record or records **containing non-personal information**.

A reduced fee of €10 applies if the person making such a request is covered by a medical card.

The following requests/applications are exempt from application fees:

- (a) A request under section 7 for a record or records containing only personal information related to the requester.
- (b) An application under section 17 (right of amendment of records relating to personal information).
- (c) An application under section 18 (right of person to information regarding acts of public bodies affecting the person).

For further information or assistance, please contact:

The FOI Officer
National University of Ireland
49 Merrion Square
Dublin 2
Phone: (353 1) 439 2424
Fax: (353 1) 439 2477