



Institute of Technology Tralee Institiúid Teicneolaíochta, Tra Lí

Freedom of Information Act 2014 Access Request

1. Details of Requester

Name: _____
Postal Address: _____
Email Address: _____
Telephone: _____

2. Form of Access

My preferred Form of Access is:

Photocopy by post Inspect the original Record Softcopy by email

3. Details of Request

In accordance with Section 12 of the Freedom of Information Act 2014, I request access to records, which are:

Personal Non Personal Mixed

Please describe the records as fully as you can, as this will assist in dealing with your request. If you require more space to complete your description of records please attach a page). I request the following records:

Note: Before you are given access to personal information relating to yourself, you may be asked to produce your Birth Certificate, Driving Licence, Passport or other form of identity.

Signed: _____ Date: _____