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

Please address this request to Cathal Murphy, FOI Officer, 70 Merrion Square Dublin 2 or foi@artscouncil.ie

**Details of Applicant**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone Number(s)

Home: \_\_\_\_\_\_\_\_\_\_\_\_Business: \_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requester type (***please tick as appropriate***):**

Journalist 🔾 Business/Interest Group 🔾

Client 🔾 Other 🔾

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

* to receive copies of the record by post
* other – please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of Request**

In accordance with **Section 7 of the Freedom of Information Act 2014**, I request access to records which are: (*please tick as appropriate*)

* Personal
* Non-personal

*In the space provided below, please describe the records as fully as you can. If you*

*are requesting* ***Personal Information****, please state precisely, in whose name those*

*records are held. You will not normally be given access to personal information of*

*another person unless you have obtained the written consent of that person.*

I request the following records: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_