

**Request for Access to Records made under the**

 **Freedom of Information Act, 2014**

**Your Name:**

**Your Address**:

**Your e-mail:**

**Your Phone Number(s):**

**Details of Request**

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

 Personal

 Non-personal

**What information are you requesting?** (Please be as specific as possible, giving details of relevant names and addresses, dates, locations etc – this will help us to respond to your request as quickly as possible. 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)

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**Your signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please send the completed form by post to Freedom of Information Requests, MSLETB, Newtown, Castlebar, Co. Mayo, F23 DV78 or** **freedomofinformation@msletb.ie**

We will be in contact with you shortly after we receive your request.