



**LIT**

**Freedom of Information Act 2014**

**Request Form**

**1. Details of Requester**

Name: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**2. Form of Access**

My preferred form of access is:

To receive photocopies by post:  To inspect the original record:

To receive soft copy by email:  Other (please specify): \_\_\_\_\_

**3. Details of Request**

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

Personal  Non-Personal  Mixed

I acknowledge that, before I am given access to personal information about myself, I may be asked for ID.

I acknowledge that I will not normally be given access to the personal information of another person unless I have obtained the written consent of that person.

The records I request are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please send completed forms to: FOI Officer, Limerick Institute of Technology, Moylish Park, Limerick V94 EC5T  
T: +353 (0)61 293044 E: derval.howlett@lit.ie