

# RTB FOI Request Form



Request for access to records under Section 12 of the Freedom of Information Act 2014 (the “FOI Act 2014”)

Please use BLOCK capitals.

First Name

Surname

Postal Address

Email Address

Telephone\*

\* We may contact you in relation to your Freedom of Information request.

**Please state preferred form of access to records requested**

**Type of records requested**

Post

Email

Personal records

Non-personal records

**Note:** The RTB is not required to search for or provide non-personal records created on or before 21 April 2012. This does not apply to requests for personal information.

## Personal information

If you are requesting personal information, please provide a copy of photographic identification, i.e. passport and a copy of proof of address, i.e. utility bill.

If you are requesting personal information of another person, please state precisely, the person’s name and the type of records being requested. Requesters will not be provided with access to personal information of another person unless (where appropriate) prior written consent of the person to whom it relates has been obtained. This consent will be verified by the RTB before such a request is dealt with.

## Description of records sought

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

*(Please give as much information as possible of the records you are seeking to enable us to identify the relevant records)*

To assist the RTB with locating the data you are seeking, please identify which business unit may hold the data you request, if known:

Communications and Research	Dispute Resolution	Enforcement and Legal Affairs
Finance, Governance and Risk	HR and Corporate Services	ICT
Investigations and Sanctions	Registrations, Outsourcing and Customer Service	Strategic Projects and Procurement

If you are requesting audio recording of a phone call with the RTB, please identify the date of the call & telephone number:

Date of call

Telephone Number

Please sign here:

Date:

Please return this form via post to the FOI Officer, **RTB, PO Box 12323, Dublin 2, Ireland**. If you wish to discuss your request please phone 0818 303037 Mon – Fri, 9am – 5pm and request to speak with the FOI Officer. We aim to respond within 20 working days from receipt of a valid request.