RTI 01

Note that completion of this Form is not a compulsory requirement to make a request for information and that any written letter, e-mail or a verbal request with the essential information to identify the requested information is sufficient.

Application to receive Information

Information Officer,

01. Name of Requestor - .....
02. Address – .....
03. Contact No. (if any) -.....
04. Email Address (if any) - .....
05. Details about Information requested
    I. Specific Public Authority .....
    II. Information requested
    .....
    .....
    .....
    .....
    III. Specific period information is requested (if applicable).....
06. Manner in which information is requested–
    i. inspect relevant work, documents, records
    ii. Take notes, extracts or certified copies of documents or records
    iii. Take certified samples of material
    iv. Obtain information in the form of CD/DVD/storage media/tapes/video cassettes/ any other electronic mode/ printouts where such information is stored in a computer or in any other device.
07. Language in which requestor prefers access -.....
08. Does the information request concern the life and personal liberty of a citizen? (Yes/No)
    If Yes, give reason for belief - .....
    .....
09. Any other details- .....
10. Relevant documents attached (If any)
    I. .....
    II. .....
    III. .....
11. Is the requestor a citizen of Sri Lanka? (Yes/No)

Date: -

Signature:-