



Irish Water Safety Association

Request for Access to Records under the Freedom Of Information Act, 1997

Freedom of Information

Please use **BLOCK** letters

Details of Applicant

Surname: _____

First Name: _____

Postal Address: _____

Telephone Number(s):

Home: _____

Business: _____

For Office Use Only

Date FOI Request Received _____

Identity Verified _____

Consent Confirmed _____

Form of identity produced

Birth Certificate

Driving Licence

Passport

Other _____

Personal Information

Before you are given access to personal information relating to yourself, you may be asked to produce your Birth Certificate, Driving Licence, Passport or other form of identity.

Form of Access

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

to receive copies of the records by post

other – please specify

Details of Request

In accordance with section 7 of the FOI Act, I request access to records which are:

(please tick as appropriate)

Personal

Non-personal

(In the space provided **please describe the records as fully as you can** as this will assist the Department's FOI decision makers in dealing with your application. If you are requesting personal information, please state precisely in whose name those records are held. You will not normally be given access to the personal information of another person unless you have obtained the written consent of that person. **If you require more space to complete your description of records please attach a page).**

I request the following records: _____

PLEASE SIGN HERE _____ **DATE** _____

Note on Freedom of Information arrangements in the Irish Water Safety Association

In the Irish Water Safety Association all applications under the FOI Act are dealt with by the Chief Executive.

Applications should be addressed by post, fax or e-mail to the Chief Executive, Irish Water Safety Association, The Long Walk, Galway.

Fax 091 – 564700

E-Mail: john_leech@iws.ie

Further information is available from the Chief Executive or from our Website at www.iws.ie

If you require further information on the Freedom Of Information Act, than please contact our Head Quarters on Lo-Call 1890 420202, 091 – 564400 or fax us on 091 – 564700.