Access to Information/Files Request Form

If you are applying for personal data for yourself please complete Sections 1, 3 and 4. If you are applying for personal data on behalf of another person please complete sections 1, 2, 4 and ask the person, for whom you are applying for the data, to fill section 5. All completed forms must be sent by post to CCIST CLG, Summit House, Embassy Office Park, Kill, Co. Kildare, Eir Code: W91 VKOT

1. DETAILS OF THE PERSON REQUESTING THE INFORMATION	
Full Name:	
Address:	
Telephone Number:	
Email:	
Please supply evidence of your identity, i.e., library card, driving licence, birth cert photocopy).	tificate (or
2. If you are you acting on behalf of another person (third party) , the written per that person must be enclosed.	mission of
DETAILS OF THIS PERSON:	
Full Name:	
Address:	
Talankana Numban	
Telephone Number:	
Email:	
Please describe your relationship with this person that leads you to make this req information on their behalf.	uest for

3. If you are applying for records on our own behalf only, list the records or information about yourself that you require to access:		
4. Declaration I, certify that the information given on this application form is true. I understand that it is necessary to confirm my and the other person's (if applicable) identity and it may be necessary to obtain more detailed information in order to locate the correct information.		
Signed Date		
Documents which must accompany this application are: i) evidence of your identity		
ii) evidence of the other person's identity (if different from above) and		
iii) evidence of the other person's consent to disclose this information to you.		
Please note that we reserve the right to obscure or suppress information that relates to other third parties (under the terms of the Data Protection Acts).		

5. CONSENT FORM TO OBTAIN INFORMATION FOR ANOTHER PERSON (THIRD PARTY) MUST BE SIGNED BY THE THIRD PARTY		
NAME:		
ADDRESS:		
I give permission torecords/information on my behalf:	to access the following	
SIGNATURE:		
DATE:		
OFFICE USE ONLY Request received:		
Notes:		
·		
	-	
		
Date Completed:		
		