



Office of the Information Commissioner
Oifig an Choimisinéara Faisnéise

Make an FOI Request Records held by Office of the Information Commissioner

YOUR PERSONAL DETAILS

Name:
Address:
Telephone:
Email:

YOUR FOI REQUEST

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FEES: Schedule below refers. Fees may be paid by Cheque/Bank Draft/Postal Order, crossed and made payable to the Office of the Information Commissioner (OIC) or by Cash, in person at the OIC between 9.15 am and 5.30 pm (Monday to Thursday) and 9.15 am to 5.15 pm (Friday). **Please note that cash should not be sent by post.**

FOI Request	Fee
• Access to a non-personal record by a non-medical card holder	€15
• Access to a non-personal record by holder of a current Irish medical card or dependant of same (copy of medical card required)	€10
• Access to personal information relating to the requester him/her self	No Fee
• Amendment of personal information in a record (Section 17)	No Fee
• Statement of reasons for the act of a public body (Section 18)	No Fee
• Appeal of decision of a public body to charge a fee	No Fee
• Request to which section 28(6) of the Act applies (e.g. parent/guardian of a child)	No Fee

Fee Payable and Attached: € _____
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Signed _____
Date _____

Please address to : Office of the Information Commissioner, 18 Lower Leeson Street, Dublin 2.
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