Attachment VII

Example of a request for access to information

To: (institution requested to grant information)
   (name of the city, if a territorial sub-entity)

REQUEST TO ACCESS INFORMATION

From:
(Names or title of legal entity filing the request)
(address:)
(optional: telephone number)

   Dear Sir/Madam/Gentlemen:

   On the basis of the APIA I would like to be granted access to the information you
   hold regarding
   ...........

   On the basis of the APIA I would like to be granted the following documentation:

   1. ................
   2. ................
   3. ................

   I would like to receive the requested information in the following form:

   1. viewing the information - original or copy
   2. non-written consultation
   3. paper copies
   4. electronic copies

   Date:                       Signature: