

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: