



**FORM 1**

(Regulation 8(1) and (2))

Reference No. \_\_\_\_\_

**THE ACCESS TO INFORMATION ACT, 2002**  
APPLICATION FORM TO ACCESS TO OFFICIAL DOCUMENT REQUESTED  
*(Please use a separate application form for each document requested)*

1. Title of Public Authority Ministry of Finance and the Public Service  
*(Please state the title of the public authority from which you are requesting the document).*

2. Name of Applicant:  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
*(Print)*

*(Please indicate the address)*

3. Address:  
*(Please indicate the address to which correspondence related to your application should be sent).*

Mailing \_\_\_\_\_ Business \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email \_\_\_\_\_ Other \_\_\_\_\_

4. Description of Document:  
*(Please state all information available to you which will assist us in filling your request quickly).*  
Name/Type of Document (if known) \_\_\_\_\_

Reference/File No. (if known) \_\_\_\_\_

Other \_\_\_\_\_

5. I would like to:  
*(Please check the relevant box (es))*

- Inspect the document
- Listen to the document
- View the document
- Have a copy(ies) of the document made available to me in the following format:
  - Photocopy
  - Compact Disc/DVD
  - Diskette
  - Transcript
  - Other (please specify) \_\_\_\_\_

Number of copies required: \_\_\_\_\_

Please note that:

- *payment will be required before copies are made;*
- *information on available formats and prices per copy may be obtained from the relevant public authority;*
- *where the provision of copies in the requested format is not possible, an alternative format, as may be agreed between the parties, will be made available.*

Date \_\_\_\_\_  
Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

*Note: Responsible officers should complete a Memorandum of Attestation & Verification if an Application is completed by him/her on behalf of the applicant.*