**ACCESS TO INFORMATION REQUEST FORM**

**Applicant:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name and surname / name of the company)

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(address)

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(telephone; e-mail)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of public authority)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(office and address)

**SUBJECT: Request for access to information**

Data important for information recognition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The manner of access to information (mark):

1. direct access to information

2. access to documents and making copies of documents containing the requested information

3. supply of copies of documents containing the requested information

4. in some other way (electronically or otherwise)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature of the applicant)

 In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, date \_\_\_.\_\_\_. 20\_\_\_ year.

*Note: The public authority has the right to compensation for actual costs incurred by the applicant in connection with the provision of the information requested.*

*Request form 2 –* Access To Information Request Form