



**Sligo County
Enterprise Board**

Boird Fiontar Contae Shligigh

Sligo Development Centre
Cleveragh Road
Sligo, Ireland
Tel : +353 (0) 71 9144779
Fax : +353 (0) 71 9146973
Web: www.sligoenterprise.ie

Freedom of Information APPLICATION FORM

Please type or use BLOCK letters

Details of Applicant

Surname: _____

First Name: _____

Postal Address: _____

E-Mail Address: _____

Telephone Number(s)	For Office Use Only
Home: _____	Date FOI Request Received ___/___/___
Business: _____	Identity Verified _____
Mobile: _____	Consent Confirmed _____
	Form of identity produced
	Birth Certificate
	Driving Licence
	Passport
	Other _____

Personal Information

Before you are given access to personal information relating to yourself, you may be asked to produce you Birth Certificate, Driving Licence, Passport or other form of identity.

Non Personal Information

A request for information of a non-personal nature must be accompanied by appropriate fee (€15 or reduced rate of €10 for medical card holders or dependant(s) of a medical card holder).

Form of Access

My preferred form of access is:

(please tick as appropriate)

- To receive copies of the records by post
- Other – please specify _____

Details of Request

In accordance with section 7 of the FOI Act, I request access to records, which are:

(Please tick as appropriate)

- Personal
- Non-personal

*(In the space provided **please describe the records as fully as you can** as this will assist the Board's FOI Unit in dealing with your application. If you are requesting personal information, please state precisely in whose name those records are held. You will not normally be given access to personal information of another person unless you have obtained the written consent of that person. **If you require more space to complete your description of records please attach a page.**)*

I request the following records:

Your application should be addressed to:

**Sligo County Enterprise Board
Sligo Development Centre
Cleveragh Road
Sligo**

Phone: 071 9144 779

Fax: 071 9146 793

E-mail: info@sligoenterprise.ie

If you require any assistance in completing this form please contact the Board. The Board is also available to provide assistance to persons with a disability to exercise their rights under the FOI Act (e.g. accepting oral requests from persons who are unable to read, print and/or write due to their disability, enabling them to inspect or have records explained to him or her, etc.).