

Application to receive Information

Information Officer,

- 01. Name of Requestor :.....
 - 02. Address :.....
 - 03. Contact No. (if any) :.....
 - 04. Email Address (if any) :.....
 - 05. Details about Information requested -
 - I. Specific Public Authority :.....
 - II. Information requested
:.....
.....
.....
.....
 - III. Specific period information is requested (if applicable) :.....
 - 06. Manner in which information is requested–
 - i. inspect relevant work, documents, records
 - ii. take notes, extracts or certified copies of documents or records
 - iii. take certified samples of material
 - iv. obtain information in the form of CD/DVD/storage media/tapes/video cassettes/ any other electronic mode/ printouts where such information is stored in a computer or in any other device.
 - 07. Language in which requestor prefers access :.....
 - 08. Does the information request concern the life and personal liberty of a citizen? (Yes/No)
 - 09. If Yes, give reason for belief :.....
 - 09. Any other details :.....
 - 10. Relevant documents attached (If any)
 - I.
 - II.
 - III.
 - 11. Is the requestor a citizen of Sri Lanka? (Yes/No)
- Date :.....
- Signature :.....