**Request for Access to Non-Personal Records under the Freedom of Information Act 2014**

You may use this form to apply, under the Freedom of Information Act 2014, for records held by the Department of Justice. This form can be submitted by post or email. In order to ensure prompt processing of your request, please only submit your request once by either post or email.

**To: Freedom of Information Officer Email:** [foi@justice.ie](mailto:foi@justice.ie)

**Department of Justice**

Information Unit (FOI)   
Department of Justice  
51 St. Stephen’s Green  
Dublin 2   
D02 HK52

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| **What is Freedom of Information?** | The Freedom of Information Act came into effect on 21 April, 1998. This Act gives you the right to access records held by Government departments and certain public bodies. |
| **What can I ask for?** | You can ask for the following **records** held by Government departments or certain public bodies:  Personal Requests:   * any records relating to you personally, whenever created   Non-personal requests:   * all other records created after 21 April, 1998   **Requests for information or for answers to questions, as opposed to requests for records, are not valid requests under the Freedom of Information Act 2014.** |
| **What do I need to include in my request?** | You must state you are seeking the requested records under the FOI Act 2014. (For both personal and non-personal requests) |
| **Processing of applications** | You will receive an acknowledgement of your application within 10 working days. A decision on your application will normally be made within 20 working days. If your  request is refused you will be given reasons for the refusal. |

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**Please use BLOCK letters**

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| **Surname** |  |
| **First Name** |  |
| **Postal Address** |  |
| **Email Address** |  |
| **Mobile** |  |
| **Preferred form of access (email/post)** |  |

*In the space provided please describe the records you seek as specifically as you can. If possible please include a timeframe for the records your seeking.*

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Please note that in accordance with Section 12(1)(b) of the Freedom of Information Act 2014, an FOI request must contain sufficient particulars to enable the record to be identified by the taking of reasonable steps.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**