

9. In accordance with Section 12 of the Freedom of Information Act 2014, I request access to records concerning matters which are:

- Personal
The information relates to you only
- Mixed
Personal information **and** general or policy information
- Non-Personal
The request does not involve personal information

I wish to receive a copy of the following record(s):

or

I wish to inspect the record(s) at one of the Department's offices:

10. The documents to which I request access are:

Please describe in full the records sought. If you are requesting personal records, please state the Scheme or Service to which they relate.

Date:

D	D

M	M

2	0		
Y	Y	Y	Y

Signature (not block letters)

For official use only

ID Checked

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Send this completed application form to:

For Non-Personal and Mixed requests:

The FOI Unit
Department of Social Protection
Shannon Lodge
Carrick on Shannon
Co Leitrim
N41 KD81
Email: foi@welfare.ie
For more information log on to www.welfare.ie.

For personal FOI request please see contact list on www.welfare.ie

Please note that the Department of Social Protection cannot guarantee that any personal and sensitive data, sent by email, is fully secure. Customers who choose to use this channel are deemed to have accepted any risk involved.

Data Protection Statement

Personal data is required to determine eligibility for payments and services, administered for Ireland's social protection system. It may be shared with other Government Departments/Agencies where provided for by law. Data protection policy available at www.welfare.ie/dataprotection or hard copy. Explanations and terms used in this form are intended as a guide only and are not a legal interpretation.