**An Garda Síochána**

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**REQUEST FOR ACCESS TO RECORDS UNDER THE FREEDOM OF INFORMATION ACT, 2014**

Please address this request to the:

**FOI Officer,**

**An Garda Síochána,**

**Athlumney House,**

**IDA Business Park,**

**Johnstown,**

**Navan,**

**Co. Meath.**

**Tel No +353 (46) 9036350.**

**Email foi@garda.ie**

Please use **BLOCK** letters

**Details of Applicant**

Surname: First Name:

Postal Address:

**Contact Details** OFFICIAL USE ONLY

Home ph:

 Date FOI request Received:

Business ph:

 Identity Verified:

Mobile ph:

Email address:

 Consent Confirmed:

 **Personal Information**

My preferred form of access is: (*please tick as appropriate*) to receive copies of the record by;

Post:

Email:

Other: (Please Specify)

**Details of Request**

In accordance with **Section 12 of the Freedom of Information Act**, I request access to records which are related to: (*please tick as appropriate*)

 Human Resources:

 Finance:

 Procurement:

*In the space provided below,* please provide sufficient particulars in relation to the information concerned to enable the record to be identified by the taking of reasonable steps.

I request the following records;

Please sign here: Date: