Information Officer,

01. Name of Requestor:

02. Address:

03. Contact No. (if any):

04. Email Address (if any):

05. Details about Information requested

1. Specific Public Authority:
2. Information requested:
3. Specific period information is requested (if applicable):

06. Please specify the manner in which information is requested, Please mark ( X ).

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)

If yes, give reason for belief

09. Any other details: (Ex: Reason for requesting information, etc)

1. Relevant documents attached (If any)
	1. ……………………………
	2. …………………………….
	3. . …………………………….
2. Is the requestor a citizen of Sri Lanka? ( Yes/No )

Date:

Signature: