



Kerry County Council



Request for Access to Records

Under the Freedom of Information Acts, 1997 & 2003

- Please print clearly or use BLOCK letters
- Please read the explanatory notes accompanying this form

6. Details of Applicant

First Name: _____

Surname: _____

Address: _____

Telephone Numbers: Home _____

Business _____

Mobile _____

Email: _____

7. Details of Request

In accordance with Section 7 of the Freedom of Information Acts, 1997 & 2003, I request access to records that are:

(please insert \checkmark in the appropriate box)

<input type="checkbox"/> Personal *
<input type="checkbox"/> Non-Personal
<input type="checkbox"/> Mixed

* Personal information means information that would normally be known only to the individual or to members of the family and close friends, or information that is held on the understanding that it would be treated as confidential.

In the space provided please describe the records you are seeking as fully as possible. If you are requesting personal information, please state precisely in whose name the records are held.

8. Fees

If you are applying for non-personal or mixed records a fee of €15.00 must accompany this form. If you hold a medical card a reduced fee of €10.00 applies.

Generally, there will not be a fee for records containing personal information **only**.

(Please insert √ in the appropriate box)

<input type="checkbox"/> €15.00 Standard Request Fee	
<input type="checkbox"/> €10.00 Reduced Request Fee	Medical Card Registration Number: _____ Issuing Health Board: _____ I consent to the verification of these details by Kerry County Council. Signed: _____ Date: __ / __ / __

Payment Method

<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque	<input type="checkbox"/> Postal/Money Order	<input type="checkbox"/> Other
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Please do not send cash payments by post.

9. Form of Access

If information is desired in a particular form, (e.g. photocopy, computer disk, personal viewing etc.), this should be mentioned in your application.

My preferred form of access is:

(Please insert ✓ in the appropriate box to indicate **one** form of access only)

<input type="checkbox"/> To receive copies of the Records by post
<input type="checkbox"/> To inspect the records
<input type="checkbox"/> Other Please Specify _____

10. Applicant's Signature

Signed _____

Date: _____

If you are experiencing difficulty in completing this form please contact the Freedom of Information Unit of Kerry County Council at 066-7183569 or by email on FOI@kerrycoco.ie





Explanatory Notes

Freedom of Information Acts, 1997 & 2003

What is Freedom of Information?

The Freedom of Information Act came into effect for local authorities on 21st October 1998. This Act gives you the right to access records held by Kerry County Council. If you are refused access to records the council must give you an explanation. A decision on your request will normally be made within four weeks.

What can I ask for?

You can ask for the following records held by Kerry County Council:

- Any records relating to you personally, regardless of when they were created
- All other records created after 21st October 1998

Will there be a charge?

Kerry County Council is obliged to charge for requests for non-personal records. A fee of €15.00 must accompany your request. A reduced fee of €10.00 applies if you are the holder of a medical card.

In some circumstances you may also be charged a fee for the "search and retrieval" of records (€20.95 per hour) and the cost of photocopying documents (4c per page). Generally there will not be any charge for requests for personal information.

Can I appeal against the decision?

Yes. If you are not satisfied with a decision you may ask Kerry County Council for an internal review of a decision. This will be conducted by a more senior officer, and will normally be completed within three weeks. Applications for internal reviews relating to non-personal records cost €75.00 (there is a reduced fee of €25.00 for medical card holders).

Where can I get more information?

Kerry County Council has published a reference book in accordance with the FOI Acts. A copy of the book (Section 15 Book) can be downloaded from our website.

You can also check the website of the Office of the Information Commissioner www.oic.gov.ie

How do I apply?

Fill in an application form **or** write a letter stating what records you want and send it to the address printed below. The request should state that the request is being made under the provisions of the Freedom of Information Acts, 1997 & 2003

Kerry County Council
Freedom of Information Unit
Corporate Affairs Department
County Buildings
Rathass
Tralee
Co. Kerry
Tel.: 066 718 3569
Email: FOI@kerrycoco.ie



