

RTI 1

Note that completion of this form is not a compulsory requirement to make a request for information and that any written letter, e-mail or a verbal request with the essential information to identify the requested information is sufficient.

Application to receive Information

Information Officer

1. Name of Requestor:.....
2. Address :.....
3. Contact No (if any) :.....
4. Email Address (if any) :.....
5. Details about information requested
 - I. Specific Public Authority:.....
 - II. Information requested:.....
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 - III. Specific period information is requested (if applicable) :.....
6. Manner in which information is requested:-
 - I. inspect relevant work, documents, records
 - II. take notes, extracts of 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
7. Language in which requestor prefers access:.....
8. Does the information request concern the life and personal liberty of citizen (Yes/ No)
If yes, give reason for brief:.....
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9. Any other details:.....
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10. Relevant documents attached (if any)

- I.
- II.
- III.

11. Is the requestor a citizen of Sri Lanka? (Yes / No)

Date:

Signature:.....