

RTI 01

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,

01. Name of Requestor -
02. Address -
03. Contact No. (if any) -
04. Email Address (if any) -
05. Details about Information requested
 - I. Specific Public Authority
 - II. Information requested
.....
.....
.....
 - III. Specific period information is requested (if applicable).....
06. Manner in which information is requested-
 - 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-
10. Relevant documents attached (If any)
 - I.
 - II.
 - III.
11. Is the requestor a citizen of Sri Lanka? (Yes/No)

Date: -

Signature:-