

Request for access to records under the Freedom of Information Act 2014



Please use **BLOCK** capitals

Details of applicant

First name:* _____ Surname:* _____

Postal address:* _____

Email address: _____

Telephone numbers

Home: _____ Business: _____

Mobile: _____

*Mandatory

Note that the FOI Officer in Irish Water may wish to communicate with you in regard to your request. This can take place more efficiently by telephone or email.

Please state preferred form of access to records requested

Post Email

Type of records requested

Personal records Non-personal records

There is no upfront handling fees for FOI request under the 2014 Act. Note there may be search, retrieval and copying fees depending on how long it takes to find the records requested. An applicant will be provided with an estimate of these fees before any additional costs are incurred. Fees can be paid by cheque, bank draft or postal order and made payable to Irish Water.

Personal information

Applicants will not be provided with access to personal information of another person unless written consent has been obtained. This consent will be verified by Irish Water before such a request is filled.

Description of records sought

In accordance with **Section 12 of the Freedom of Information Act 2014**, I request access to the following:
(Please give as much information as possible of the records you are seeking)

Please sign here: _____ Date: _____

Please return this form via post to the **FOI Officer, FOI Unit, Irish Water, Colvill House, 24-26 Talbot Street, Dublin 1, Ireland**. If you wish to discuss your request with the FOI Officer in Irish Water feel free to phone **+353 1 892 5000** Mon - Fri, 9am - 5pm or email **foi@water.ie**.