Application to Receive Information

Submitting a completed copy of this application form is not a necessity to receive desired information. A written letter, email or verbal request is sufficient along with the necessary details to identify the information requested.

Information Officer,

01. Information Seeker's name :……
02. Address:……..
03. Telephone number (if available):……
04. E-mail (if available):……
05. Details regarding information requested. (if the space is not enough, attach in a separate paper)
    I. Relevant public authority : ……
    II. Information requested: ……
    ……
    ……
    ……..
    III. Period of information required (if appropriate) : ……
06. Method of information request (strike of the irrelevant) :
    I. Examining the related task, documents, records
    II. Note taking from documents or records, extraction, or certified copies
    III. Obtaining certified models of objects
    IV. If such information is stored in a computer or any such device, then obtaining information via CD/DVD, storage/Recording tape, video cassettes, any other electronic forms/ printed copies
07. Desired language in which the information seeker prefers the details: ……
08. Is the requested information connected with a life or personal freedom? (Yes/No)
    If Yes, provide the reason for assurance.
    ……
    ……..
09. Any other Details : ……
10. Related documents attached (If available)
    I. ……
    II. ……
    III. ……
11. Is the Information seeker a Sri Lankan? (Yes/No)

Date: Signature: