

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:.....