

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 :
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.....
 - 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)
- 09. 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 :-