

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 :-