

**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 :.....  
.....  
.....  
.....
  - 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 :.....