

Pro-Forma
Request under Freedom of Information (Scotland) Act 2002 or
Environmental Information(Scotland) Regulations 2004

This form can be used for requests under the Freedom of Information Act (Scotland) 2002 (FOISA) or the Environmental Information (Scotland) Regulations 2004 (EIRs) and will enable us to speed up the process. Applications under FOISA must be in writing, the receiving officer should assist the applicant to formalise the application if necessary. Applications under EIRs may be verbal but good practice is to record such requests. In both instances the applicant should be given the opportunity to confirm that the written document corresponds to the information they require.

The information in 1 to 3 is **mandatory** under the Act.

1) Name of Applicant:

2) Address of Applicant for Correspondence (can be an e-mail address):

3) The information requested under Freedom of Information (if required, continue on the back of this sheet or on another sheet):

4) Signature of Applicant (if available).....Date

*Other information which is **desirable** and could assist expedient processing of the request.*

5) Contact telephone numbers:

Home: Work: Mobile:

Fax:.....

6) You do NOT have to give a reason for your request but it can assist to clarify what information is being requested. (e.g. Research for school project on RTAs)