

RTI 01

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 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. 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 :