## Request for access to records under the Freedom of Information Act 2014.

(Please use BLOCK capitals if completing by hand)

**Details of applicant**

First name:\*

Surname:\*

Postal address:\*

Email address:

Telephone numbers: Home: Mobile:

Please note that the FOI Unit may contact you in regard to your request, please state your preferred method of contact:\*

Please state preferred form of access to records requested:\*

Type of records requested (Personal records or Non-personal records):\*

**Fees**: There is no upfront fee for making a FOI request under the 2014 Act. Please note there may be search, retrieval and copying fees depending on how long it takes to find the records requested. An applicant will be provided with an estimate of these fees before any additional costs are incurred and details on how to pay these fees will be provided to them.

**Personal Records:** Requests for Personal Records do not incur any fees, but proof of identity will be required before the request is processed. Applicants will not be provided with access to personal information of another person unless written consent has been obtained. This consent will need to be verified before such a request is filled.

**Description of records sought**: In accordance with Section 12 of the Freedom of Information Act 2014, I request access to the following: (Please give as much information as possible of the records you are seeking)

Please sign here: Date:

Please return this form via email to foi@eirgrid.com or by post to the FOI Officer, FOI Unit, EirGrid, The Oval, Shelbourne Road, Dublin 4, Ireland. If you wish to discuss your request with the FOI Unit you can call 01 677 1700 Mon – Fri, 8:30am – 4:45pm.

\*Mandatory