# Request for Access to Records under the Freedom of Information Acts, 1997 and 2003

**To: The Secretary**

**Aquaculture Licences Appeals Board (ALAB)**

**Kilminchy Court**

**Dublin Road**

**Portlaoise**

**Co Laois**

**Please use BLOCK letters**

|  |  |  |
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| Applicant's Name: | |  |
| Postal Address: | |  |
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|  |
| Daytime Telephone Number: |  |  |

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| --- | --- | --- | --- |
| In accordance with section 7 of the FOI Act, I request access to records which are: (Please tick as appropriate) | | | |
| Personal |  | Non-personal |  |
| In the space below, please describe the records as fully as you can. If you are requesting personal information, please state precisely in what name those records are held.  Before you are given access to personal information relating to yourself, you may be asked to provide proof of your identity. | | | |
| |  | | --- | | I request the following records: | |  | |  | |  | |  | |  | |  | |  | |  | | | | |

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| --- | --- | --- | --- |
| My preferred form of access is: (please tick as appropriate) | | | |
| To receive copies of the records by post | | |  |
| Other (please specify) | | |  |
| **PLEASE SIGN HERE** |  | DATE: |  |