

**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)  
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:-