

RTI 01

Application To Receive Information

Information Officer,

1. Name of Requestor :
2. Address :
3. Contact No. (if any) :
4. Email Address (if any) :
5. Details about Information requested –
 - i. Specific Public Authority :
 - ii. Information requested

 - iii. Specific period information is requested (if applicable) :
6. 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/
 - v. any other electronic mode/ printouts where such information is stored in a computer or in any other device.
7. Language in which requestor prefers access :
8. Does the information request concern the life and personal liberty of a citizen?
(Yes/No)
9. 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 :