

THE ACCESS TO INFORMATION ACT, 2002

Application Form for Amendment/Annotation of Personal Record

1. Title of Public Authority:
(Please state the title of the public authority to which the request for amendment/annotation is being directed).

2. Name of Applicant:
(Print)
Last..... First..... Middle.....
Alias (es)*(if any)*

3. Address:
(Please indicate the address to which correspondence related to your application should be sent).

Mailing..... Business.....
.....
.....

Tel:..... Fax:..... Tel:..... Fax:.....
Email..... Other.....
.....
.....

4. I require an amendment/annotation of the official document stated below as the information which it contains about me is:
(identification may be required)
- Incomplete
 - Incorrect
 - Out of date
 - Misleading

5. Description of Document:
(Please state all information available to you which will assist us in filling your request quickly).

Name/Type of Document (if known)
Reference/File No. (if known)
Other.....
.....
.....
.....

6. The information in respect of which the above claim is being made indicates that:

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7. State the basis of your claim:

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8. The amendment(s) required is/are:

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9. The annotation(s) required is/are: *(state the information which would render the document, described at 5 above, complete, correct, up to date or not misleading and attach the statement, signed by you, to this application).*

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Note: Please submit any documents/evidence in support of the amendment/annotation requested).

Date..... Signature of Applicant

Note: Responsible Officers should complete a Memorandum of Attestation & Verification if an Application is completed by him/her on behalf of the Applicant.