

Request for Access to Records under the Freedom of Information Act, 1997

You may use this form to apply under the FOI Act for records held by the Office of the Revenue Commissioners.

What is Freedom of Information ?

The Freedom of Information Act came into effect on 21 April, 1998. This Act gives you the right to access records held by Revenue.

What can you ask for ?

You can ask for:

- any records relating to you personally, whenever created
- all other records created after April 21 1998

A "record" can be a paper document, information held on computer, printouts, maps, plans, microfilm, microfiche, audio-visual material, etc.

How do I apply for access ?

Requests for access must be in writing and should be addressed to:

Office of the Revenue Commissioners,
Freedom of Information Central Unit,
5th Floor, Wicklow House,
Sth Gt George's Street,
Dublin 2.

A decision on your request will be made and communicated to you within 4 weeks of receipt of request.

Can you appeal against the decision ?

Yes. If you are not satisfied with the decision, you may seek a review of the decision. This appeal must be made in writing to the address above. A more senior officer will review the decision. You will be informed of the outcome of this review within 3 weeks. If you are still not satisfied with the review, you have the right to appeal this decision to the Information Commissioner.

Do you have to pay ?

Fees may be charged for the cost of photocopying in the case of personal information. Charges may apply in respect of the search and retrieval of other information. Full details of charges may be obtained from the FOI Central Unit at the address above .