



An Bord Comhairleach um Achtanna na Leanaí  
Children Acts Advisory Board

**FOI Application Form**

(Request for Access to Records held by the Children Acts Advisory Board-Section 7 FOI Acts)

**Details of Applicant**  
(Please use *BLOCK* Letters)

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_  
(please insert a number at which you can be contacted during office hours)

**Personal Information**

Before you are given access to personal information relating to yourself, you may be asked to produce your birth certificate, driving licence, passport or other form of identity.

**Form of Access**

My preferred form of access is: (please tick as appropriate)

to receive copies of the records by post

other – (please specify) \_\_\_\_\_

**For Office Use Only**

Date FOI Request Received: \_\_\_\_\_

Identity Verified

Consent Confirmed

Form of identity produced:

Birth Certificate

Driving Licence

Passport

Other: \_\_\_\_\_

**Details of Request**  
*(Please use BLOCK Letters)*

In accordance with section 7 of the FOI Acts, I request access to records, which are:

*(please tick as appropriate)*      Personal                      Non-personal

(In the space provided **please describe the records as fully as you can**, as this will assist the Children Acts Advisory Board's FOI personnel in dealing with your application. If you are requesting personal information, please state precisely in whose name those records are held. You will not normally be given access to the personal information of another person unless you have obtained the written consent of that person. **If you require more space to complete your description of records please attach a page.**)

I request the following records:

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PLEASE SIGN HERE: \_\_\_\_\_

DATE: \_\_\_\_\_

Your application should be addressed to:

**Freedom of Information Officer  
Children Acts Advisory Board  
Phoenix House, Block 2  
28 Conyngham Road  
Dublin 8**

**Tel: +353 1 672 4100**

**Fax: + 353 1 6774892**

**Email: [info@caab.ie](mailto:info@caab.ie)** *(Please insert 'FOI' in the subject line)*

If you require any assistance in completing this form please contact the Children Acts Advisory Board at the address above. The FOI Officer is also available to provide assistance to persons with a disability to exercise their rights under the FOI Acts (e.g. accepting oral requests from requesters who are unable to read, print and/or write due to their disability, enabling the requester to inspect or have records explained to him or her).