

*Form number 2*  
**REQUEST FOR ACCESS TO INFORMATION**

<b>Applicant (name and surname / title, address / registered office, telephone and/or e-mail)</b>

<b>Name of the public authority / registered office and address</b>

<b>Information requested</b>

<b>Method of access to information</b> ( <i>please check</i> )
<input type="checkbox"/> direct access to information, <input type="checkbox"/> access to information in writing <input type="checkbox"/> access to documents and the making of copies of documents containing the requested information, <input type="checkbox"/> delivery of copies of documents containing the requested information, <input type="checkbox"/> by other appropriate means (electronic or other) _____

\_\_\_\_\_  
(handwritten signature of the applicant)

\_\_\_\_\_  
(place and date)

**Note:** *The public authority shall be entitled to reimbursement of actual material costs from the applicant in connection with the provision and delivery of the requested information.*

**Right to appeal**

*If the public authority does not resolve the request within 15 days, or in cases prescribed by law for an extension of the deadline for resolving the request for an additional 15 days, of which the requester has been timely informed, the applicant has the right to file a complaint with the Information Commissioner.*

*The applicant has the right to file a complaint with the Information Commissioner if they are dissatisfied with the decision made by the public authority.*