

St Mary's Kenmure

Freedom of Information Request Form

1. Your personal details

Your Name in Full:-

Your Address in Full:-

Telephone Number:-

Fax Number:-

Email Address:-

2. Information you are Requesting

Please provide us with as much detail as possible, as this will assist us in dealing with your request.

3. Purpose of request

You do not have to give us this information; however, it may be helpful for us if we can understand the background, as this will allow us to respond to you more fully.

4. Requested Format

How would you like us to respond to your request? Please tick as appropriate.

Email:

Post:

Fax:

OFFICE USE ONLY

Date that request was received:

Reproduction Cost:

Date Fee was received:

Date clarification was requested:

Date clarification was received:

Notes:

Date:

Signature: