

FORM 3 (Regulation 19(5))

Reference No.

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- Out of date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:
.....
.....
.....

7. State the basis of your claim:
.....
.....
.....

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

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).***

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.