



NETWORKS

REQUEST FOR ACCESS TO RECORDS

under the Freedom of Information Act 2014

Please use BLOCK letters

Details of Applicant

Surname: _____

First Name: _____

Postal Address: _____

Email Address: _____ (Required*)

Telephone Number(s): Home: _____ Mobile: _____ (Required*)

**Please note that ESB Networks FOI Officer may wish to communicate with you in regard to your request.*

My preferred form of access to records is to receive copies of the record(s):

(please tick as appropriate)

- Post
- Email
- Other (please specify) _____

Type of records requested:

(please tick as appropriate)

- Personal records*
- Non-personal records

**Proof of identification will be required. Please note you will not normally be given access to personal information of another person unless you have obtained the written consent of that person. This consent will be verified by ESB Networks FOI Office before such a request is filled.*

Requested Records

In the space provided below, please describe the records as specifically and fully as you can to enable us to identify the information you require. Where possible try to indicate the time period for which you wish to access records (for example, records created between May 2014 and December 2014).

In accordance with Section 12 of the Freedom of Information Act 2014, I request access to the following records concerning ESB Network Limited's functions under its Distribution System Operator Licence:

Please sign here: _____ **Date:** _____

Please return this form via post to the ESB Networks FOI Office, 5th Floor, Clanwilliam House, Clanwilliam Place, Dublin 2, Ireland or foi@esbnetworks.ie.

If you wish to discuss your request with the FOI Office in ESB Networks please phone 01 2996027 or email foi@esbnetworks.ie

OFFICIAL USE ONLY

Date of receipt: