

# NUCLEAR POWER AND ENERGY AGENCY (NuPEA)

## ACCESS TO INFORMATION REQUEST FORM

### INFORMATION ABOUT YOU

Requester Details (all information given is voluntary) Name (Dr / Mr / Mrs / Ms)

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ID Number: \_\_\_\_\_

Postal address: \_\_\_\_\_

Mobile: \_\_\_\_\_

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

Organization: \_\_\_\_\_

### TO WHICH PUBLIC BODY ARE YOU MAKING YOUR REQUEST?

(Please fill in the name of the public body that has the records you wish to access)

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### INFORMATION BEING REQUESTED

General Information

Personal Information (For another person's personal information, attach proof of authority)

DO YOU WANT TO :  Receive a copy of the record OR  Examine the record?

### WHAT RECORDS DO YOU WISH TO ACCESS?

- i. (Please provide a detailed description of the records you wish to access. This information will help locate the records)
- ii. (If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios**)

**WHAT IS THE PERIOD FOR THE RECORDS YOU ARE REQUESTING (IF APPLICABLE)?**

**FEES PAYABLE**

- i. A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.
- ii. You will be notified of the amount required to be paid as the request fee.
- iii. The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.
- iv. If you qualify for exemption of the payment of any fee, please state the reason for exemption.

Reason for exemption:

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**NOTICE OF DECISION OF REGARDING REQUEST FOR ACCESS**

(You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request)

How would you prefer to be informed of the decision regarding your request for access to the record?

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## INSTRUCTIONS

### ABOUT YOU

In this part of the form enter: your name and preferred title, if any; the name of the company or organization you are representing, if applicable and contact details;

### ABOUT YOUR REQUEST

**To which public body are you making your request?** Enter the name of the public body that you believe has the records that you are requesting.

**What kind of information do you want to access?** Check general or personal information.

General information is information other than personal information (see below). For example, it would include information about a third party.

Personal information is your own personal information or the personal information of an individual you are entitled to represent.

You must provide proof of your identity before records containing your personal information are released to you.

If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).

**Do you want to receive a copy of the record OR examine the record?** Check the appropriate box indicating whether you want to receive a copy of the record *or* examine the record.

**What records do you want to access?** (Be as specific as possible in describing the records. If you need more space, continue your description on a separate sheet of paper and attach it to this request form).

If requesting your own personal information, give: your full name; any other names that you have previously used; and any identifying number that relates to the records, such as your employee number, case number or other identification number.

If requesting another person's information, give: the person's full name; any other name that person may have used on the records; and any identifying numbers for the person, if you know them.

If you are requesting records for another person, you will have to provide proof that you have authority to act for that person.

**What is the time period of the records?** Enter the specific dates or date ranges of the records you want to access.

**Fees Payable:** Communication shall be made to the applicant on applicable fees and mode of payment.