



An Coimisinéir Faisnéise Information Commissioner

N.B: please read the Notes on Page 3 before filling out this application form

Privacy: The Office of the Information Commissioner fully respects your right to privacy. Full details of how we use your personal data are available at <https://www.oic.ie/privacy-cookies/>. Please contact us if you would like us to send you a copy of our Privacy Policy.

Personal Details

Name: _____

Address: _____

Telephone No: _____

Email: _____

If you are making this request on behalf of someone else, please ensure you supply a copy of a letter of authority from them, which authorises you to act on their behalf.

Do you have any special requirements e.g. braille requirements, large text? If yes, please give details.

Your application for Review

Name of the FOI body to which you made your FOI request:

FOI Reference Number (If Applicable): _____

What aspects of the decision are you unhappy with:

Fees:

Fees may be paid by Cheque/Bank Draft/Postal Order, crossed and made payable to the 'Office of the Information Commissioner', or by cash, in person at the Office from 9.15am to 5.00pm (Mon. to Friday)

Please do not send cash by post.

Review by Commissioner	Fee	Select Option
Access to a non-personal record by a non-medical card holder	€50	
Access to a non-personal record by holder of a current Irish medical card or dependant of same (copy of medical card required)	€15	
Third party appealing a decision of an FOI body to grant access to information on public interest grounds	€15	
Access to personal information relating to the applicant him/her self	No fee	
Amendment of personal information in a record (Section 9 - FOI Act 2014)	No fee	
Statement of reasons for the act of an FOI body (Section 10 - FOI Act 2014)	No fee	
Appeal of decision of an FOI body to charge a fee	No fee	
Request to which section 37(8) of the FOI Act 2014 applies (e.g. parent/guardian of a child)	No fee	

Fee payable and attached: €

Signed: _____

Date: _____

**Please address to: Office of the Information Commissioner
6 Earlsfort Terrace, Dublin 2, D01 W773**

Notes

1. Before applying to the OIC for a review, you should ask the public body that made the decision on your FOI request for an internal review.
2. You can request an internal review within four weeks of the original decision. A more senior member of staff will carry out the internal review. The public body has three weeks to complete its internal review and send you a new decision.
3. If a public body does not reply to your FOI request or your request for an Internal Review within the required time-frame, this is known as a “deemed refusal”. You can then apply to us for a review.
4. We generally only accept an application for review after an internal review is complete. Exceptions apply if:
 - The Head of the public body made the original decision
 - The public body consulted a third party under section 38 and decided to release information in the public interest that is confidential, commercially sensitive or personal information
 - The public body extended a time limit on an FOI request
 - The public body decided that the Freedom of Information Act does not apply to the records you requested
 - The public body decided to defer access to a record under section 16
5. In general, you can apply to us for a review within six months of the public body’s decision. We can extend the time limit if we think there are reasonable grounds for doing so.
6. You have only two weeks to appeal to our office if:
 - Section 38 applies to the public body’s decision or
 - The public body decided to extend the time limit for considering your FOI request