



Making Northern Ireland Safer For Everyone Through Professional, Progressive Policing

FREEDOM OF INFORMATION ACT 2000

How to request information

Notes for Guidance

If you wish to make a request for information you **MUST** do so **in writing** either by post, fax or e-mail.

What **we** need to know:

1. Your name.
2. Your address for correspondence.
3. A full description of the information you require.

To send a request by post or fax, download the attached form and send to:

Postal address: Freedom of Information Team
Corporate Development
65 Knock Road
Belfast BT5 6LE

Facsimile: (+44) 028 9070 0155

E-mail address: foi@psni.pnn.police.uk

To contact us by telephone you may do so on the following numbers:

(+44) 028 9070 0164 or (+44) 028 9070 0165

If you are dissatisfied as to how your request has been dealt with, you should forward your complaint to the **Corporate Information Manager, in writing** at the above address.

Request for Information

Freedom of Information Act 2000

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Belfast BT5 6LE

Or e-mail to: foi@psni.pnn.police.uk

1. Your Details

| | |
|----------------------------|--|
| Surname | |
| First Name | |
| Postal Address | |
| E-mail Address | |
| Telephone Number(s) | |

2. Details of Request

In the space provided please describe the information you require as fully as you can.

As it may not be possible to transmit the information you have requested electronically, **all** the above fields must be completed to enable our team to process your request.

Please sign below if mailing, or print name if e-mailing, with date details.

Signature _____ Date _____