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| OFFICIAL [PUBLIC] |

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| FREEDOM OF INFORMATION ACT 2000 | |
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| HOW TO REQUEST INFORMATION | |
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| Notes for Guidance | |
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| If you wish to make a request for information you **MUST** do so in writing either by post or by e-mail. | |
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| What **we** need to know: | |
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| 1. **YOUR NAME** | |
| 2. **YOUR ADDRESS FOR CORRESPONDENCE** | |
| 3. **A FULL DESCRIPTION OF THE INFORMATION YOU REQUIRE** | |
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| **To send a request by post download the attached form and send to:** | |
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| Postal address | Corporate Information Branch  Corporate Development  65 Knock Road  Belfast  BT5 6LE |
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| **If you wish to e-mail your request please** [**click here**](mailto:foi@psni.police.uk)**.** | |
|  | |
| Email address | [foi@psni.police.uk](mailto:foi@psni.police.uk) |
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| **To contact us by telephone you may do so on the following number:** | |
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| (+44) 028 9070 0164 | |
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| 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. | |

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| Request for Information | |
| Freedom of Information Act 2000 | |
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| **1.** **Your details** | |
|  | |
| Surname |  |
| **First**  **Name** |  |
| **Postal**  **Address** |  |
| **Email**  **address** |  |
| **Telephone**  **Number(s)** |  |
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| **2. Details of request** | |
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| In the space provided please describe the information you require as fully as you can. | |
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| **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.** | | |
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| **Please sign below if mailing in, or print name if emailing, with date details.** | | |
|  | | |
|  | Date |  |