|  |
| --- |
| OFFICIAL [PUBLIC] |

|  |
| --- |
| 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 or by 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 download the attached form and send to:** |
|  |
| Postal address | Corporate Information BranchCorporate Development65 Knock RoadBelfastBT5 6LE |
|  |  |
| **If you wish to e-mail your request please** **click here****.** |
|  |
| Email address | foi@psni.police.uk  |
|  |
| **To contact us by telephone you may do so on the following number:** |
|  |
| (+44) 028 9070 0164  |
|  |
| 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 |
|  |
| **1.** **Your details** |
|  |
| Surname |       |
| **First****Name** |       |
| **Postal****Address** |       |
| **Email****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 in, or print name if emailing, with date details.** |
|  |
|       | Date |       |