



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

If you wish to e-mail your request please **click here**.

Email address foi@psni.pnn.police.uk

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

(+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.

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Request for Information
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Postal Address

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OR email to

foi@psni.pnn.police.uk

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

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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