**Freedom of Information Application Form**

1. **Please read the Information for Applicants guidance notes before completing this form**

|  |  |
| --- | --- |
| Title of Public Authority: | Department of Tourism  |

1. **Details of applicant:**

|  |
| --- |
| Surname (Family Name): |
| First Name: | Mrs Ms Miss Mr Other |
| Postal address: | Postal Code: |
| Home phone number: | Work phone number: |
| Email: | Fax: |

1. **If you are making this request on behalf of another person, please state:**

|  |  |
| --- | --- |
| The name of the person: |  |
| The authority which entitles you to apply on behalf of the person: (attach authorisation) |  |

1. **Details of Request**

|  |  |
| --- | --- |
| I request access to record(s) covering matters which are: * Personal
* Non Personal
 | **Office use only**Identity verified? (personal information only)(Please refer to Personal Information over page)* Yes
* No

Type of identification: |

1. **Level of Service required:**

|  |
| --- |
| I request access to record(s) using:* Regular Service **OR**
* Expedited Service (at an additional cost of CI$50.00)

Please explain the compelling need or urgency for use of Expedited Services: |

1. **The record(s) I request are: (attached additional pages if necessary)**

|  |
| --- |
|  |

1. **Where known, kindly state the subject matter of the information requested, the period and/or geographic area to which the information relates, the dates relevant to the information needed or name or other identification of the document:**

|  |
| --- |
|  |

1. **I wish a copy(ies) of record(s) in the following format:**

|  |  |
| --- | --- |
| * photocopy
 | * diskette
 |
| * compact disc
 | * transcript
 |
| * other *(please specify)*
 | Number of copies required: |

|  |  |
| --- | --- |
| * I require a copy of the record(s)
 | * I wish to inspect / view / listen to the record(s)
 |
| Please sign here: | Date: |

FEES SCHEDULE

Charges for Reproduction

1. **Transcript**: $4.00 per page
2. **Producing a record from a database or developing a computer program to produce a record**: the actual costs incurred by agency plus hourly rates of staff
3. **Photograph:** Black and white/ color (from existing negative)

a. 4x5 ($5.00) b. 5x7 ($7.00) c. 8x10 ($10.00)

d. 11x14 ($20.00) e. 16x20 ($40.00)

1. **Reproduction of a record (tape, cassette, diskette, compact disc, DVD):**

A charge for the production by an agency of a copy of a document in the form of a tape, cassette, compact disc or DVD as follows.

1. Audio cassette production: $69.00 per hour
2. Video cassette productions: $15.00 per 60 minutes cassette; $25.00 per 120 minute cassette
3. Compact disc production: $10 per CD
4. DVD production: $15 per DVD
5. **Delivery by courier**: Where access to the document to which the request relates is to be given in the form of the provision of a copy of the document and the copy provided is, at the request of the applicant, to be sent by courier, a charge in respect of the delivery of the copy not exceeding the actual cost of post of delivery.
6. **Shipping Cost**: Actual cost of shipping method chosen by applicant and an arrangement charge of $20.00