

**Request for Access to Records under the  
Freedom of Information Acts, 1997 and 2003**

To : Freedom of Information Officer  
Donegal County Council  
The County House  
Lifford  
Co. Donegal

Dear Sir/Madam,

In accordance with section 7 of the Freedom of Information Acts 1997 and 2003, I wish to request access to the following records which I believe to be held by Donegal County Council :

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I understand that I will not normally be given access to the personal information of another person unless I have obtained the written consent of that person.

My preferred form of access to these records is: (Tick whichever is appropriate);

View original records:

Receive copies by post:

Other (please specify):

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Name (Block Capitals): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: Home:\_\_\_\_\_ Work:\_\_\_\_\_

Please note that a request for non personal information will only be processed upon receipt of request fee.