

THE ACCESS TO INFORMATION ACT, 2002

Application Form for Amendment/Annotation of Personal Record

Reference No.:

1. Title of Public Authority: .....  
**(Please state the title of the public authority to which the request for amendment/annotation is being directed).**

2. Name of Applicant:  
**(Print)**  
Last..... First..... Middle.....  
Alias(es) (if any) .....

3. Address:  
**(Please indicate the address to which correspondence related to your application should be sent).**  
Mailing..... Business.....  
.....  
.....  
Tel:..... Fax:..... Tel:..... Fax:.....  
Email..... Other .....

- 4.
- I require an amendment/annotation of the official document stated below as the information which it contains about me is:  
**(identification may be required)**
  - Incomplete
  - Incorrect
  - Out of date
  - Misleading

5. Description of Document:  
**(Please state all information available to you which will assist us in filling your request quickly).**  
Name/Type of Document (if known) .....  
Reference/File No. (if known).....  
Other.....  
.....  
.....

6. The information in respect of which the above claim is being made indicates that:  
.....  
.....  
.....

7. State the basis of your claim:

.....  
.....  
.....

8. The amendment(s) required is/are:

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.....  
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9. The annotation(s) required is/are: **(state the information which would render the document, described at 5 above, complete, correct, up to date or not misleading and attach the statement, signed by you, to this application).**

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**Note: (Please submit any document/evidence in support of the amendment/annotation requested).**

Date..... Signature of Applicant.....

**Note: Responsible Officers should complete a Memorandum of Attestation & Verification if an Application is completed by him/her on behalf of the Applicant.**