

REQUEST FOR ACCESS TO INFORMATION

Complete Name of the Requester:	
Office Address:	Tel. No:
Home Address:	Tel. No.
Date and Time of Filing:	Email address:
Name of the entity, if request is made by a business entity or organization:	
Position in the Business Organization:	
Specify the requested information, official record, public record. (Requests with general descriptions will not be accepted.)	
Specify the purpose of the request.	
Identify the Service or Division in possession of the requested information, if known to the Requester.	
Have you filed the same request in the last 6 months?	
<p>Does the requested document contain confidential information involving third parties? Yes ___ No ___</p> <p>Do you have the required authority to access the same from the concerned third party? Yes ___ No ___</p> <p>Have you requested the same information from that third party? Yes ___ No ___ What was the action taken by that third party? Approved__ Disapproved___ Why was it disapproved? _____</p>	
Preferred Mode of Service of Notices and Decisions:	
Pick-up___ Electronic Mail___ Registered Mail___	
Note: For requests which are granted, the BOI shall inform Requester through electronic mail of such approval for the latter to arrange payment and pick of the documents.	