

Name:

Date:

Class:

Teacher:



OMBUDSMAN

# HOW TO MAKE AN FOI REQUEST

**Knowledge is Power:** Understanding the right of access to information is a foundation for informed decision-making and civic engagement.

The Freedom of Information (FOI) Act gives everyone the right to request information held by the Cayman Islands Government. To help empower you, the youth, of our Islands to better exercise your right to access government information. We invite you to use our guide below to create your own FOI request.

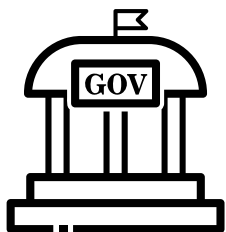


**Think about the information you would like to know.**

Topic: \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**Which area of Government may hold this information**

Ministry: \_\_\_\_\_

Portfolio: \_\_\_\_\_

Department: \_\_\_\_\_

Other: \_\_\_\_\_



**Check to see if the information is already available**

☐

**Yes**

☐

**No**

**On a separate piece of paper use the details below to complete your sample FOI request**

**Information Manager**

**Name of Government Agency**

**Address of Public Agency *[if submitting as a formal letter]***

**Re: Freedom of Information Request**

**Dear:**

**This is a request under the Freedom of Information Act *[optional]***

**I request that a copy of the following (records/information) be provided to me (include specific details: e.g. dates or locations if known and relevant to the request):**

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***[Identify the records or information as specifically as possible]***

**I request that the information I seek be provided in electronic format. OR I would like to inspect the records in person. OR I wish photocopies of the records. I also include my telephone number at which I can be contacted during the hours of\_\_\_\_\_, if necessary, to discuss any aspect of my request.**

**Thank you for your consideration of this request.**

**Sincerely,**

**Name or Alias**