

Sample 1

Access to information request letter/application template

Date:

1. Name and postal address of Applicant:
2. Name and address of the public authority:

Subject: Request for information under Article 35 of the Constitution and the Access to Information Act, 2016

3. Description of the required information: Identify the documents as precisely as possible
4. Period for which information is required, if any
- 5a. Form of access sought: Photocopies/CD/certified copies/certified samples/inspection
- 5b. If inspection is sought, indicate required duration
5. Whether information will be collected in person or is required to be sent by post, email etc.?
6. An undertaking to pay the cost incurred during the reproduction of the information and the postage charges as per the ATI Act
7. Can include the statement: "I request that you avail this information as soon as possible, but in no event later than 21 days from the date of receipt of this application, pursuant to section 9 of the Access to Information Act"
8. Signature of the Applicant

Sample 2

Access to Information Request Template

Art. 35 Constitution of Kenya; s.4 -12 Access to Information Act, 2016

(This form should be filled in duplicate)

SECTION A (to be filled by the applicant)			
Date of request			
	DD	MM	YYYY
Name of the applicant(s) <i>(If institution, name of citizen in charge)</i>			
Applicant(s)' national ID card number			
Applicant(s)' Email:		Phone:	
Name of the public or private entity (PE)(from whom information is being requested)			
Chief Executive Officer/designate/the head of entity / information access officer (if known)			
Description of the required information: Identify the documents as specifically as possible:			
i.			
ii.			
iii.			
Relevant period of information (dd/mm/yyyy)	From	To	
	
Preferred form of access (tick appropriately)	i. Inspection <input type="checkbox"/>	iv. Entity's website <input type="checkbox"/>	
	ii. Hard copies <input type="checkbox"/>	v. Other <input type="checkbox"/>	
	iii. Soft copies <input type="checkbox"/>		
<i>(Attach further details in the attached separate sheet provided, if necessary)</i>			

Is the information needed relating to a matter of life or liberty?

YES

NO

If YES, the expected date of response is 2 Days

If information is needed before the legal deadline of 21 days, State the expected date of response

DD..... MM YYYY

State briefly why response is urgent:

.....

Signature
(applicant).....

Date
.....

SECTION B: FOR OFFICIAL USE¹ *(to be filled by the receiving officer/information officer)*

Name of receiving officer

Designation of receiving officer

Date of receipt of application

DD

MM

YYYY

Is the information requested available?

YES

NO

¹ All relevant sections of the form should be filled at the time of making the request. The applicant should leave with one copy stamped by the IAO acknowledging receipt.

Cost of making copies, if needed (to be filled within 21 days)	No of pages and cost (cost per page not to exceed market price) ² Total amount:
Contact details (for tracking response to application)	Email: Mobile:
Result of the request	Information disclosed Date..... Format..... Information denied Reasons: i. ii.
Signature Date..... (Information Access Officer/ Receiving officer)	

The form is also available on: <https://www.katibainstitute.org/what-we-do/freedom-of-information/> and <http://atikenya.info/>

² In 2017 the cost per page should not exceed 2 Ksh per page for black and white copies or 10 Ksh per page for coloured copies