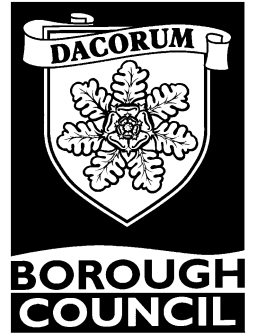


Access to Personal Information Request Form



Send your completed form to:
FOI Department
Dacorum Borough Council
The Forum
Marlowes
Hemel Hempstead
Herts. HP1 1DN

Or email it to foi@dacorum.gov.uk

Applicants Details

Title	<input type="text"/>	Date*	<input type="text"/>
Forename(s)*	<input type="text"/>	Surname*	<input type="text"/>
Address for correspondence*	<input type="text"/>		
Postcode *	<input type="text"/>		
Telephone (day)	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

So that we can help you, we may contact you to clarify your request.

Details of Request

Please provide as much detail as possible of the information you require. (Please use a separate sheet if necessary)

Please Note: We may also request proof of ID to help us deal with your request. We will contact you if this is needed.

Dacorum Borough Council has 1 Month (excluding public holidays) to comply with your request.

**Dacorum Borough Council may charge a 'reasonable fee' when the request is manifestly unfounded or excessive, particularly if it is repetitive, or for further copies of the same information*

Signature*

For Internal use only

Date Received by Authority	<input type="text"/>	Request DB ID	<input type="text"/>
Proof of ID supplied	<input type="text"/>		

* **Mandatory information**