



AN TÚDARÁS PÓILÍNEACHTA  
POLICING AUTHORITY

## 1. How to make a request:

To make a valid request for records or information under the Freedom of Information Act 2014 ('FOI Act'), you may apply:

- by post to FOI Officer, Floor 4, Policing Authority, 90 North King Street, Smithfield, Dublin 7; or
- by e-mail to [foi@policingauthority.ie](mailto:foi@policingauthority.ie)

Please include an FOI request [Application Form](#).

Your application should state clearly that your request is made under the FOI Act. If you are requesting access to records please give as much information as possible to enable us to identify the records you want.

If you would like the information in a specific format (e.g. in print or electronic format) please let us know. Otherwise, if you contact us by e-mail, we will respond by e-mail, including sending any records released by e-mail, in un-editable PDF format. If you contact us by post, we will contact you by post, including sending any records released by post. If you are seeking personal records you should include photographic identification.

## 2. Costs:

There is no charge for submitting a request. However, if fulfilling your request would incur costs, these may be passed on to you, as set out below. The more you refine, or specify, your request, the easier and quicker it will be to respond to you. This will also reduce the likelihood of costs applying to your request. There is no charge if the records concerned contain only your personal information, unless there are a significant number of records.

- Where the cost of search, retrieval and copying is less than €101, no fee is charged.
- Costs are €20.00 per hour for search and retrieval (once the €101 free allowance has been exceeded)
- €0.04 per sheet for a photocopy



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- Where the cost of search, retrieval and copying is greater than €500 but less than €700, a maximum ceiling of €500 applies.
- Where the cost of search, retrieval and copying is greater than €700, the Authority can refuse to process the request.

### **3. Processing of applications**

You will receive an acknowledgement of your application within 10 working days. A decision on your application will normally be made within 20 working days. If your request is refused you will be given reasons for the refusal.

### **4. Review of Decision:**

If you are not satisfied with a decision you may ask the Authority for an **internal review** within 4 weeks of the decision. This review will be conducted by a more senior officer and will be completed within 3 weeks.

If you are still unhappy with the Authority's decision you can seek a review in accordance with section 22 of the FOI Act by writing directly to the **Information Commissioner** at the following address:

*Office of the Information Commissioner, 18 Lower Leeson Street, Dublin 2.*

The fees for such reviews are as follows:

- €30.00 internal review fee - non personal requests (€10 for medical card holders)
- €50.00 appeal to the Information Commissioner (€10 for medical card holders)