



RIGHT TO INFORMATION REQUEST FORM

Please read the information for applicants on the reverse before you fill in this form.

Request made to (name of public authority):

Details of applicant:

Surname (Family Name):	First Name:
Organisation (if relevant):	<input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mr. <input type="checkbox"/> Other
Postal address:	Postal code:
Home phone number:	Work phone number:
Email address:	Fax:

Details of Request:

I request access to record(s) covering matters which are: 1. Personal <input type="checkbox"/> Please include the name of the person to whom the information refers: 2. Non-personal <input checked="" type="checkbox"/>	Office use only Identity verified? (personal information only) <input type="checkbox"/> Yes <input type="checkbox"/> No Type of identification: _____ Authorisation to make application? <input type="checkbox"/> Yes <input type="checkbox"/> No (Personal Information only)
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The record(s) I request are: (attach additional pages if necessary)

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Do you want your request to be expedited (answered in 48 hours as per RTI Act Section 16 (2))? If yes, please attach explanation

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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I wish to receive a copy/copies of the record(s) in the following format:

<input type="checkbox"/> photocopy	<input type="checkbox"/> electronic (via e-mail)
<input type="checkbox"/> compact disc (audio/video or data)	<input type="checkbox"/> transcript
<input type="checkbox"/> Other (please specify)	Number of copies required:

The applicant must complete this section (tick appropriate box):

I want physical copies of the record(s) to be: <input type="checkbox"/> Available to be picked up	<input type="checkbox"/> I want to inspect / view / listen to the record(s)
	<input type="checkbox"/> I want to have the record(s) e-mailed to me
Signature:	Date:



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Information for Applicants:

This form has been designed to assist people in gaining access to records held by the Government of Vanuatu.

What is Right to Information?

The *Right to Information Act No. of 2016* (RTI Act) gives you the right to request access to records held by government authorities. All public authorities are required to follow a statutory process with respect to a response to your request and the timeframes under the law in assessing your application.

What details should I provide?

Applications for information do not need to be made on a particular form but may be made on this application form if preferred. In accordance with the *Right to Information Act No. of 2016*, (RTI Regulations) an application shall include the following

- a. A name
- b. A postal address, fax number or email address to which information may be sent;
- c. A telephone number at which the applicant may be reached;
- d. The form of access required in accordance with section 28;
- e. The language in which the information granted is to be supplied;
- f. An indication of whether the application is being made on behalf of a person and the submission of proof of the capacity in which the applicant is making the application, to the reasonable satisfaction of the Right to Information Officer; and
- g. An indication of whether the applicant believes that the information is necessary to safeguard the life or liberty of himself or herself or any other person, and the basis for that belief.

What is Personal Information?

Under the RTI Law a person may request their own information. A separate application is required under the RTI regulations for amendment or annotation of a personal record. If a person makes an application for their own personal information they must produce identification or information that proves you are the parents or guardian to allow the public authority to release this information.

What can I ask for?

You can ask for records that are held by a Government of Vanuatu Public Authority. Under the RTI Act a "record" includes:

- (a) a record in writing, a document, manuscript, file; or
- (b) a film (including microfilm), negative, microfiche, facsimile copy of a document; or
- (c) a map, plan, graph, or drawing, a photograph; or
- (d) a disc, tape, sound track or other device in which sounds or other data are embodied, whether electronically or otherwise, so as to be capable (with or without the aid of some other equipment) or being reproduced; or
- (e) an email, memo, opinion, advice, press releases, circular, order, logbook, contract, report, samples and models



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What information is exempted?

A Right to Information Officer may refuse to grant access to information if the information is exempted from disclosure under RTI Act sections 42 to 50. Information that is exempted under these sections ceases to be exempt if it is more than 10 years old commencing from the date on which it was made. Information exempted under RTI include:

- ❖ Personal information
- ❖ Legal privilege
- ❖ Commercial and confidential information
- ❖ Health and safety
- ❖ Law enforcement
- ❖ Policy making and operations of Agencies
- ❖ Information relating to protected sites and the environment

Do I have to pay?

Under the RTI Act, there is no application fee and no cost to inspect a record. However, the requestor is required to pay for expedited response, physical delivery of the records or for the cost of reproduction of a record, including the cost of converting a record into an alternative form.

The requestor shall be liable to pay a charge in the amount or at the rate fixed by, or in accordance with, the Schedule to the RTI Regulations. Payment by cheque / cash is required before copies of the document will be made. Each public authority may specify which forms of payment are accepted and which are not.

You will be supplied with a notice of the estimate of the charges if applicable.

Processing of Application

Your form must be sent to the government department you are requesting information from or to the RTI Unit. You will receive acknowledgement of receipt of your application 5 calendar days after receipt by the public authority. A decision will be made within 30 calendar days of receipt unless an extension is authorised of an additional 14 calendar days. If an applicant makes an application orally, the Right to Information Officer must reproduce that oral application into written form and provide a copy to the applicant. If a Right to Information Officer is able to provide an immediate response to an oral application and the response is to the satisfaction of the applicant, the Right to Information Officer must subsequently reduce the application to writing for documentation purposes.

For more information please visit our website on www.rti.vanuatu.gov.vu .

