



How to make a FOI Request



If you wish to make a request under the Freedom Of Information Law, 2007, please submit your request to the

Information Manager:

Email: FOI@ndc.ky,

Fax: +1 345 949-6264

Requests must:

- a) be in writing (letter, email or facsimile)
- b) include your name
- b) include an address (either postal or e-mail).

Please be as specific as possible about the information you would like, as this will help us to respond promptly. Where possible, *please include a contact telephone number* so we can call to discuss your request if necessary.

We will respond to your request promptly. The Law requires public authorities to respond within 30 calendar days, allowing an extension of an additional 30 calendar days if needed. **We will always acknowledge receipt of FOI requests** made to the above address and we will let you know if we need to extend the deadline. For detailed advice on what sorts of information is exempt please see the FOI Unit website at www.foi.gov.ky

Fees associated with a Request for Information

There is no application fee and no fee for going to a public authority and looking at a record requested by FOI. However, an individual making a request may be required to pay copying or change of format fees. Details concerning costs and payment are contained in the FOI Regulations which are available on the FOI Unit website at www.foi.gov.ky