

**St. James's Hospital**  
**Request Form for Access to Records**  
 Under the Freedom of Information Act 2014

**1. Requester Details: (Please use BLOCK LETTERS)**

Surname:	
Maiden Name:	
First Name(s):	
Telephone Number:	
Email Address:	
Date of Birth: (if relevant)	
Address: _____ _____	

**2. Details of information/records requested:**

Please describe the records as precisely as possible and provide as much information as possible; for example, time period, type of record, relevant department etc.

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**3. Important information:**

- If you are requesting patient records please complete FOI Patient Record Request Form or FOI Request for Deceased Patient Records. These are available from the FOI Office or can be downloaded from - <http://www.stjames.ie/Patients/FreedomofInformation/HowcanImakeaFOIRequesttotheStJamessHospital/>
- Release of records. When a decision is made on your request you will be notified in writing. Please tick the box below for your preferred method of release.
- Charges may be applied to your request details of which are set out in the legislation and are available at: <http://foi.gov.ie/regulations/freedom-of-information-act-fees-no-2-regulations-2014/>. You will be notified of any applicable charges in writing.
- Please note that for the purposes of processing your request your details will be held on a database. The information is kept in the strictest confidence in compliance with Data Protection legislation and is retained in line with the HSE Record Retention Policy.

**4. Method of release.**

Collection in person from the FOI Office:

Post to address listed above:

Email (encrypted or password protected)

(By ticking this box you are consenting to the release of the records, in pdf format, to the email address provided above. You will be contacted by email prior to release of the file to confirm the address is accurate)

**5. Signed:**

I request access under Section 12 of the Freedom of Information Act 2014.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**6. Return this form to:**

Freedom of Information Office  
CEO Building  
St. James's Hospital  
Dublin 8  
Email: [foi@stjames.ie](mailto:foi@stjames.ie)  
Phone +353 1 416 2463  
Fax: +353 1 454 4768

**Office Use Only**

Ref. No:		Date received:		Signed:	
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