

**FORM 3 (Regulation 19(5))**

**Reference No.**

**THE ACCESS TO INFORMATION ACT, 2002**

**Application Form for Amendment/Annotation of Personal Record**

1. Title of Public Authority:.....  
*(Please state the title of the public authority to which the request for amendment/annotation is being directed).*

2. Name of Applicant:  
*(Print)*

Last.....First.....Middle.....  
**Alias(es) (if any)**.....

3. Address:  
*(Please indicate the address to which correspondence related to your application should be sent).*

Mailing.....Business.....  
.....  
.....  
Tel:..... Fax:.....Tel:..... Fax:.....

Email.....Other.....  
.....  
.....

4. I require an amendment/annotation of the official document stated below as the information which it contains about me is:

- (identification may be required)*
- Incomplete
- Incorrect
- Out of date
- Misleading

5. Description of Document:  
*(Please state all information available to you which will assist us in filling your request quickly).*

Name/Type of Document **(if known)**.....  
Reference/File No. **(if known)**.....  
Other.....  
.....  
.....

.....  
.....

6. The information in respect of which the above claim is being made indicates that:  
.....  
.....  
.....

7. State the basis of your claim:  
.....  
.....  
.....

8. The amendment(s) required is/are:  
.....  
.....  
.....

9. The annotation(s) required is/are: ***(state the information which would render the document, described at 5 above, complete, correct, up to date or not misleading and attach the statement, signed by you, to this application).***

***Note: Please submit any documents/evidence in support of the amendment/annotation requested).***

..... **Date**.....  
***Signature of Applicant***

***Note: Responsible Officers should complete a Memorandum of Attestation & Verification if an Application is completed by him/her on behalf of the Applicant.***