

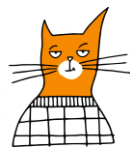
ACTIVITY

Let's make a FOIA request!

GUIDELINES FOR YOUTH WORKERS

PAPER SHEET WITH CHART:

	Identification of the requester	Detailed description of the information requested	Identification of the public authority	Date, signature and format	Justification or reason for the request
Group 1					
Group 2					
Group ...					



5 GENERAL ELEMENTS/CHARACTERISTICS THAT EVERY FOIA REQUEST SHOULD HAVE:



Access to information requests may vary in detail depending on the regulations of each country, but 5 main elements should generally be included in an effective request, regardless of jurisdiction. These elements are:

1. IDENTIFICATION OF THE REQUESTER

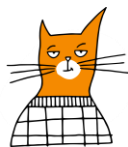
Provide your personal details, such as full name, contact address, and, in some cases, additional contact information, such as a telephone number or email address. This information is important because it is where you will receive the answer from the public administration.

2. DETAILED DESCRIPTION OF THE INFORMATION REQUESTED

Be clear and specific about the information you are seeking. The more precision there is in the request, the more likely you are to get a satisfactory response. Make sure that the information you are inquiring about is not available yet on the website of the public administration that should have it. Also make sure that the information you are going to ask about has a public nature or interest and is not reserved or confidential information. This may vary depending on the regulations of the country concerned. Include all details that can help public administrations identify the information and find it promptly, such as dates, names of people, the specific period to which the information you are asking for is referred, etc. Do not forget to be as polite and formal as possible, in aim to catch the attention of the persons who are going to read your request.

3. IDENTIFICATION OF THE PUBLIC AUTHORITY

Ask yourself in whose possession the information you want to know should be. When you define the field or subject of the information, you will have more information to address the public authority or institution (E.g. Ministry of Environment, Ministry of Economy, Ministry of Health or Transportation, Judiciary, etc.). On the other hand, you also have to keep in mind that the information may be at multiple territorial levels: it may be information of national, regional, or local scope, so it is also important that you ask yourself at what level the public authority or institution that should have the information operates. This can be a bit complex



and will depend on the administrative, organisational, and institutional structure of each country, but if in doubt, you can submit the same request to two or more different public authorities, and they will decide whether they have that information and in any case forward the request to the competent public entity.

4. DATE, SIGNATURE, AND FORMAT

Date the request and send it the same day. This is very important since the public authority has a limited number of days to reply which it can't overpass: check how many days the law provides for in your country! Moreover, in some cases, a signature may be required. It can be a physical signature on a paper application or an electronic signature if you are applying by email or online platforms. Check on the website of the public authority to whom you address if and how the signature is requested! Lastly, specify in which format you would like to receive the information: remember that a digital form is always better than a paper one.

5. JUSTIFICATION OR REASON FOR THE REQUEST (*OPTIONAL*)

Explain why you are interested in obtaining this information. Although it should not be a requirement to justify any interest if it is public information, depending on local law, it may be necessary to indicate a legitimate interest or valid purpose for requesting the information. Even when it is optional, it may be useful to put pressure on the public authority or institution you are relating to.

