



# Access To Information Request Form

Ref No. \_\_\_\_\_

**STEP 1**

Make a decision on whether you need to make an informal request or a formal request under the Access to information Act 2016. If it's an informal request, send your request to [info@cak.go.ke](mailto:info@cak.go.ke)

**STEP 2**

If you need to make a formal request under the Access to information Act 2016, complete this form or a written request mentioning that the request is made under this Act. Describe the information being sought and provide relevant details to assist CAK find it.

**STEP 3**

Forward the request for information to the CAK Information Access Officer (DG). The Address is listed as: [infosource@cak.go.ke](mailto:infosource@cak.go.ke) Enclose a cheque of Ksh. ....payable to CAK. You may be asked to pay prescribed fees depending on the type and amount of information being sought.

**STEP 4**

When you receive a response to your request, review the information to determine whether you wish to make any further request under the Act. You have a right to appeal to the Commission on Administrative Justice should you believe that you have been denied any of your rights under the Act 2016

Government Institution from which you seek information from:

\_\_\_\_\_

Summary of the information being sought and purpose:

\_\_\_\_\_

Method of access preferred:

\_\_\_\_\_

Receive copies of originals

Examine original in government offices

Name of the Applicant:

\_\_\_\_\_

Postal Address

City/County

\_\_\_\_\_

Physical Address

Telephone No.

\_\_\_\_\_

Signature:

Date:

