

Appendix I: Access to Information Form



Access To Information Request Form

Ref No.

STEP 1

Decide if 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

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 the Act. Describe the information being sought and provide relevant details to assist CAK find it.

STEP 3

Forward the access request to the CAK Information Access Officer (DG). The Address is listed as: info@cak.go.ke You may be asked for charges depending on the nature or amount of information being sought.

STEP 4

When you receive an answer to your request, review the information to determine whether you wish to make any further request under the Act 2016. You also have the right to complain to the Access to information should you believe that you have been denied any of your rights under the Act 2016

Government Institution: _____

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:

