

**Access to Information
Request for information form**
Art. 35 Constitution of Kenya; s.4 -12 Access to Information Act, 2016
(This form should be filled in triplicate)

SECTION A <i>(to be filled by the applicant)</i>		
Date of request	DD	MM
	YYYY	
Name of the applicant(s)	Applicant(s)' national ID card number	
1.	1.	
2.	2.	
3.	3.	
4.	4.	
5.	5.	
6.	6.	
Applicant(s)' contacts	Email: <small>(choose an email that can work for all of you)</small>	
	Telephone number: <small>(give the team leader, if more than one applicant give alternate contacts)</small>	
Name of the public or private entity (PE) <small>(from whom information is being requested)</small>		
Information access officer (if known)	Name Designation	
Information needed (Provide the relevant period of information)	Information needed	Relevant period
	1.	
	2.	
3.		
Preferred form(s) of accessing information <small>(Inspection, hard copies, soft copies, PE website, or other)</small>		
<i>(Attach further details on the information needed in the attached separate sheet provided, if necessary)</i>		
Is the information needed relating to a matter of life or liberty?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
<i>If YES, the expected date of response is 2 Days</i>		
Is the information needed relating to a project or policy action?		
<input type="checkbox"/> YES <input type="checkbox"/> NO		
<i>If YES, the expected date of response should be before the project is initiated or the policy is formulated</i>		

If information is needed before legal deadline of 21 days, state the expected date of response DD MM YYYY

State briefly why response is urgent

Name of the applicant(s)	Signature of applicant(s)
1.	
2.	
3.	
4.	
5.	
6.	

SECTION B: FOR OFFICIAL USE
(to be filled by the receiving officer)

Confirmation of receipt of request by information access officer

Name of receiving officer and designation Name
Designation

Date of receipt of application DD MM YYYY

Is the information requested available? YES NO

Contact details (for tracking response to application) Email:
Telephone number:

Signature Date.....
(information access officer/ Receiving officer)

Note for Officers	
<p>1. Transfer of information request (s.10)</p>	<ul style="list-style-type: none"> ✓ If you do not have the information requested, transfer the request to the relevant institution within 5 days. ✓ Once the request is transferred you must notify the applicant within 7 days of the application together with the contact information of the next receiving officer. ✓ If unable to transfer the request, indicate the reasons for this in your response.
<p>2. Rejection of information request (s.9)</p>	<ul style="list-style-type: none"> ✓ If you are not able to avail the information, or transfer the request to the relevant institutions, state the reasons for your rejection. ✓ If there is no response from the information holder within 21 days, then the application is deemed rejected. (The information officer is required to state the reasons for rejection)
<p>3. Response to request for access to information (s. 11)</p>	<p>If you decide to provide information applied for, send a written positive response to the applicant(s) within 15 days of receipt of the application specifying:</p> <ol style="list-style-type: none"> 1. the form of access to information. For example, inspection, making copies or publishing in a website. 2. details of fees (if any) and method of payment, process of accessing information, and 3. the right to appeal to the Commission of Administrative Justice (Ombudsman) <p>Upon receipt of the fee payable, the information should be provided immediately to 2 working days</p>
<p>4. Exempted information (s. 6; s. 9 (4c))</p>	<p>If the reason for rejection is because the information is exempted by the law, state which category of exempted information applies and explain adequately how the information asked falls in the category selected</p> <p><i>Categories of exempted information:</i></p> <ol style="list-style-type: none"> a. <i>Undermines national security</i> b. <i>Impedes due process of the law</i> c. <i>Substantially prejudices commercial interests and intellectual property rights</i> d. <i>Causes substantial harm to the ability of the government to manage the economy of Kenya</i> e. <i>Infringes on professional privilege</i> f. <i>Infringes unwarranted invasion of individual privacy</i> g. <i>Endangers safety, health, environment and life</i> h. <i>The reasons are exempted</i> <p style="text-align: center;">INFORMATION MUST BE DISCLOSED IF PUBLIC INTEREST OUTWEIGHS PUBLIC HARM UPON DISCLOSURE (s.6(4))</p>

5. Provision of information (s. 9)	<ul style="list-style-type: none">✓ Information should be availed to the applicant without cost (where no copies are needed)¹.✓ Where information is obtained by making copies, the cost of accessing information must not be more than the cost of making copies.✓ The need for copies and the estimated cost should be communicated as you notify the applicant that your entity will be providing the information.
6. Extension of period for provision of information concerning life/liberty (s. 9)	Where the information requested is large or requires searching through a large amount of information or requires consultation, then the response time may be extended once for not more than 14 days from the required 2 days.

Please provide further details on the information needed here (if necessary).

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¹ Information should ideally be posted in the entity websites but can also be shared in soft copies.