**Instructions: Complete the form with block letters.**

|  |
| --- |
| APPLICANT IDENTIFICATION (required) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full Name / Company Name:** | | | | | |
| **Full Name of the Representative (if applicable):** | | | | | |
| **Street address**  (Enter at least one and specify) | **Email Address** | **E-mail:** | | | |
| **Address** | **Street or Avenue:** | | **Number:** | **Apt.:** |
| **Commune:** | | **City:** | **Region:** | |

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| --- |
| APPLICATION INFORMATION (required) |

|  |
| --- |
| **Name of the identity to which runs the application:** |
| Identification of the requested information. Indicate matter, issue date or period of validity, origin or destination, support, etc.   |  | | --- | |  | |  | |  | |  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Notification** (mark with an X and specify) | | | | |
| **I want to be notified by email**  LAW N° 20.285 FOR ACCESS TO PUBLIC INFORMATION | **Yes** | **No** | **Email:** | |  | | --- | |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Form of receipt of the required information** (mark with an X) | | | | |  | **Delivery format** (mark with an X)  FOR A MORE TRANSPARENT COUNTRY. GOVERNMENT OF CHILE | |
| **Email** | **Mail order** | **Withdrawal at office** | **Specify office:** | |  | | --- | |  | |  | **Hardcopy** | **Digital format** |

|  |  |
| --- | --- |
| **Remarks** | |
| |  | | --- | |  | |  | |  | |  | |  | | |
| This field is NOT a request for access to information, it only allows to inform the Service of any circumstances deemed relevant for purposes of access and delivery of information. |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date:** | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | **/** |  |  | **/** |  |  |  |  | | **Applicant Signature (required):** |  |

|  |
| --- |
| **STATISTICS (optional)** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Information** | | | | |
| **Sex**: M  F | **Age:** | **Telephone:** | **I.D.:** | **Citizenship:** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of organization involved** | | | |  | **Employment** | | | | |
| **Parent Center** |  | **Sports Club** |  |  | **Housewife** |  | **Student** |  | |
| **Professional / Technical Colleges** |  | **Cooperatives** |  |  | **Retired** |  | **Unemployed** |  | |
| **Church / Religious Entities** |  | **Seniors Organization** |  |  | **Worker** |  | **Employer / businessman** |  | |
| **Women Organization** |  | **Youth / Student Organization** |  |  | **Worker Independent** |  | **Domestic Service Worker** |  | |
| **Neighborhood Organization** |  | **Political Participation** |  |  | **Researcher / Academic** |  | **Journalist** |  | |
| **Union Organization** |  | **Cultural Organization** |  |  | **Public Servant** |  | **Civil Society Organization Member** |  | |
| **Environmental Organization** |  | **Other Organizations** |  |  | **Member of Entrepreneurial Union** |  | **Union Member** |  | |
|  | | | |  | **Other** |  |  | | |
| **Frequency of participation in the organization** | | | |  |  | |  | | |
| **Frecuently** |  | **Occasionally** |  |  |  | |  | |
| **Rarely** |  | **I’m just registered** |  |  |  | |  | |

|  |  |  |  |  |  |
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| **Educational level** | | | | | |
| **Elementary (incomplete)** |  | **Elementary (completed)** |  | **Secondary (incomplete)** |  |
| **Secondary education (completed)** |  | **Technical / Professional Education** |  | **College** |  |
| **Post-graduate** |  | **No Education** |  |  | |

Relevant information:

1. The answer to your request has a maximum term of 20 working days. However, this could be extended by another 10 working days in justified cases.
2. The requested information shall be delivered in the manner and by the means that you point provided it does not mean excessive cost.
3. Reproduction of the information may have cost. Nonpayment of it prevents the release of information.

**Additional information of the Public Information Request procedure:**

The procedure for a Public Information Request consists of the following steps:

1. Submission and reception of the request submission of the request and its reception by administrative entity.
2. Formal analysis of the request: an analysis is made to determine if the administrative entity is competent in the matter of the request; revision of the formal aspects of the request; search of the requested information; and, when appropriate, notification of third parties whose rights might be affected.
3. Resolution of the Public Information Request: revision of the request and preparation and signature of the administrative act to deliver the requested information, and the solicitant’s notification.
4. Compliance of the Resolution: in this stage, the Administrative entity might require the payment of the direct cost of reproduction. Delivery of the information and certification of delivery.

The requested information must be delivered by the entity within 20 working days. This period may be exceptionally extended for another ten working days, if there are circumstances that make it difficult to collect the information requested, in which case the agency must inform the applicant before the deadline, about the extension and its reasons.

It is important to state that proper representation will be required only when the access of the requested information) is to be given because of the particular entailment of the applicant with the information. In these cases, the power of representation must be certified by Public Notary.