

Request for Access to Public Information Law N° 20.285

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)	<input type="checkbox"/> Email Address	E-mail:	
	<input type="checkbox"/> Address	Street or Avenue:	Number:
	Commune:	City:	Region:
		Apt.:	

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	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Email: _____
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Form of receipt of the required information (mark with an X)

<input type="checkbox"/> Email	<input type="checkbox"/> Mail order	<input type="checkbox"/> Withdrawal at office	<input type="checkbox"/> Specify office: _____
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Delivery format (mark with an X)

<input type="checkbox"/> Hardcopy	<input type="checkbox"/> Digital format
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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.

Date:	□□ / □□ / □□□□
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Applicant Signature (required): _____

STATISTICS (optional)

Personal Information

Sex: M <input type="checkbox"/> F <input type="checkbox"/>	Age:	Telephone:	I.D.:	Citizenship:
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Type of organization involved

<input type="checkbox"/> Parent Center	<input type="checkbox"/> Sports Club
<input type="checkbox"/> Professional / Technical Colleges	<input type="checkbox"/> Cooperatives
<input type="checkbox"/> Church / Religious Entities	<input type="checkbox"/> Seniors Organization
<input type="checkbox"/> Women Organization	<input type="checkbox"/> Youth / Student Organization
<input type="checkbox"/> Neighborhood Organization	<input type="checkbox"/> Political Participation
<input type="checkbox"/> Union Organization	<input type="checkbox"/> Cultural Organization
<input type="checkbox"/> Environmental Organization	<input type="checkbox"/> Other Organizations

Employment

<input type="checkbox"/> Housewife	<input type="checkbox"/> Student
<input type="checkbox"/> Retired	<input type="checkbox"/> Unemployed
<input type="checkbox"/> Worker	<input type="checkbox"/> Employer / businessman
<input type="checkbox"/> Worker Independent	<input type="checkbox"/> Domestic Service Worker
<input type="checkbox"/> Researcher / Academic	<input type="checkbox"/> Journalist
<input type="checkbox"/> Public Servant	<input type="checkbox"/> Civil Society Organization Member
<input type="checkbox"/> Member of Entrepreneurial Union	<input type="checkbox"/> Union Member
<input type="checkbox"/> Other	

Frequency of participation in the organization

<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally
<input type="checkbox"/> Rarely	<input type="checkbox"/> I'm just registered

Educational level

<input type="checkbox"/> Elementary (incomplete)	<input type="checkbox"/> Elementary (completed)	<input type="checkbox"/> Secondary (incomplete)
<input type="checkbox"/> Secondary education (completed)	<input type="checkbox"/> Technical / Professional Education	<input type="checkbox"/> College
<input type="checkbox"/> Post-graduate	<input type="checkbox"/> No Education	

Relevant information:

- 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.
- The requested information shall be delivered in the manner and by the means that you point provided it does not mean excessive cost.
- Reproduction of the information may have cost. Nonpayment of it prevents the release of information.



Code	Number
AS002	

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Additional information of the Public Information Request procedure:

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

- i. Submission and reception of the request submission of the request and its reception by administrative entity.
- ii. 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.
- iii. 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.
- iv. 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.

