**Model – Standard Form for request for information of public interest**

 (- Annex no. 4 to the methodological rules)

Name of the public authority or institution ..................

Headquarters / Address ........................................

Date .................

Dear Sir / Madam ...................,

I hereby formulate a request according to Law no. **544/2001** on free access to information of public interest, as subsequently amended and supplemented. I would like to receive a copy of the following documents (the petitioner is asked to list as accurately as possible the documents or information requested):

.....................................................

I would like the requested information to be provided to me:

|  |  |  |
| --- | --- | --- |
| By e-mail, at .................. |  |   |
| By e-mail in editable format: ........ at .................. |  |   |
| On paper, at .................. |  |   |

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I am willing to pay the costs of copying the requested documents (if copies are on paper).

Thank you,

..........................

Petitioner's signature (optional)

First name and surname of the petitioner ......................

Address to which the reply / E-mail is requested .............................

Profession (optional) ......................

Phone (optional).