



FREEDOM OF INFORMATION



Middlesbrough Council INFORMATION REQUEST FORM

Please complete the form below providing as much detail as possible to enable the Council to identify and locate the information requested. An * indicates compulsory details which are needed to process your enquiry.

1. Title Mr/Mrs/Miss	
First Name(s)*	Surname*
2. Address for correspondence*	
Post code*	
Telephone Number*	
Email Address* (if request is by email)	
Details of information requested*	
please continue on additional sheet if necessary	



Details of how you would like to access the information and in what format it is required, e.g. inspection, paper copy or email

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To help us to improve and monitor our service to the public please tick the boxes that apply to you. (Optional)

Request if for

- My own information
- Work
- College/school work
- Organisational
- Media
- Legal
- Health
- Other (please state)

Please return to

**Freedom of Information Officer
Members Office
PO Box 503
Town Hall
Middlesbrough
TS19FX**

IMPORTANT DATA PROTECTION: We will process, use and record the Personal Information provided on this form for the purposes of determining your request for information. We may disclose such Personal Information for that purpose to any persons employed by Middlesbrough Council. We will not, however, disclose, or exchange the information to or with any other person or organisation save and except where we are required or legally compelled to do so; where there is duty to the public to disclose or where such disclosure is made at your request or with your consent.

If you require any further information or require help in filling in this form, please contact the Freedom of Information officer on Tel: 01642 729696 or email foi@middlesbrough.gov.uk

For official use only

Date Received		Request Number	
Service Area		Date Responded	

