

APPEAL FORM

To make an appeal under the *Freedom of Information Law, 2015 Revision (FOI Law)* please fill out this form and send it to the Office of the Ombudsman (OMB) with all applicable documentation listed below.

See our contact information below.

Please note: before the OMB can accept your appeal, all other means of redress must be exhausted. This means that you must first ask the public authority (where you made your request) for an **internal review** of an initial decision to withhold or defer information, charge a fee, or amend or annotate a record, unless that decision was made by the Chief Officer or Minister responsible.

You may also appeal to us if the Public Authority has refused or failed to respond to your request for an Internal Review within 30 calendar days.

The Appeal Process

The OMB will first attempt to resolve the dispute by means of mediation. If the matter cannot be resolved that way, you may request a formal decision is made by the Ombudsman. That decision is binding on the parties. It can be challenged by means of a judicial review in the courts.

Please contact us directly if you need assistance or have any questions.

YOUR INFORMATION:

NAME: _____

ADDRESS: _____ PHONE: _____

ADDRESS: _____ MOBILE: _____

POST CODE: _____ COUNTRY: _____ FAX: _____

EMAIL: _____

Please indicate the best method to contact you: Email Mail Phone - best time to call is: _____

Are you making this appeal on behalf of another person? Yes No

If YES, please attach all documentation which shows that you have the authority or consent of that individual to act on his / her behalf.

Signature: _____ Date: _____

INFORMATION ABOUT THE REQUEST / APPEAL:

NAME OF PUBLIC AUTHORITY : _____

NAME OF PERSON WHO ASSISTED YOU: _____

Select one or more of the following options to describe what your appeal is about :

- The records I requested were withheld in full or in part (redacted)
- My request for an internal review was ignored for 30 days or more
- My request was improperly deferred
- The records I requested were not found

Have you discussed what records you believe are missing with the Information Manager?

If the answer is no, we request that you bring this matter to the Information Manager's attention for possible resolution before filing an appeal.

- I was charged an unreasonable fee/my request for a fee waiver was refused
- My request for amendment/annotation of my personal information was refused

If any of the above, have you requested an **internal review** with the Public Authority that holds in the information?

- Yes No

- The response to my request was late
- My request was improperly transferred to another Public Authority
- My request was refused on the grounds that it is vexatious
- My request was refused on the grounds that they have previously responded to a similar request
- My request was refused on the grounds of unreasonable diversion of resources
- I did not receive the requested information in the format I asked for
- The Public Authority intends to disclose my personal information over my objections
- My personal information was inappropriately disclosed without providing me with prior notice
- Other: _____

FURTHER DETAILS:

Please summarize your appeal and the issues you would like reviewed:

How do you think the OMB can help you? Describe the result or outcome you seek:

(continue on a separate sheet, if necessary)