



When in doubt check it out

Before requesting records, check to see if the information is published.

STEP
01



Who Holds the Record?

Research to ensure you contact the correct government department.

STEP
02



Clear, concise, and complete written requests

FOI requests must be in writing and should be specific, asking for the records you seek.

STEP
03



OMBUDSMAN
CAYMAN ISLANDS

Steps for making an FOI REQUEST

WWW.OMBUDSMAN.KY/FOI



10-30-30 Calendar Days Response Rule

The government has 10 days to acknowledge your request, 30 days to issue a decision, and can take a 30 days extension may be taken for an additional 30 days with good reason.

STEP
04



The Response

If you are not satisfied with the response or if no response is received at any stage, you must request an internal review (IR) and wait 30 days for a response.

STEP
05



Appeal to the Ombudsman

Appeal to the Ombudsman within 30 days of receiving a decision or in some cases no response.

STEP
06