



Application made to:	Lands & Survey Department (replace if required)
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Details of Applicant			
Surname (Family Name):		First Name:	
Organisation (if applicable):		<input type="checkbox"/> Mrs <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mr <input type="checkbox"/> Other	
Postal Address:		Post Code:	
Home Phone Number:		Work Phone Number:	
Email:		Fax:	

Details of Request	
I request access to record (s) covering matters which are:	<i>For Office use only</i>
<input type="checkbox"/> Personal, being information referring to	<i>Identification Verified? <input type="checkbox"/> Yes <input type="checkbox"/> No Type of ID:</i>
<input type="checkbox"/> Non Personal	<i>Authorisation application? <input type="checkbox"/> Yes <input type="checkbox"/> No (personal info only)</i>

The records I request are: (attach additional pages as necessary)

Where known, state the subject matter of the information requested, the period and/or geographic area to which the information relates, the dates relevant to the information needed or the name or other identification of the document: (attach additional pages as necessary)

Do you want your request to be expedited (10 day response where possible?) If yes, please see overleaf and provide explanation

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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I wish to receive copy/copies of the record(s) in the following format:

<input type="checkbox"/> Photocopy	<input type="checkbox"/> Email
<input type="checkbox"/> CD/DVD (audio/video or data)	<input type="checkbox"/> Transcript
<input type="checkbox"/> Other (please specify)	Number of copies required

The applicant must complete this section (tick appropriate box)

I would like physical copies of the record(s) to be:	<input type="checkbox"/> I would like to inspect/view/listen to the records
<input type="checkbox"/> Delivered to me <input type="checkbox"/> Available to be collected	<input type="checkbox"/> I would like to have the record(s) emailed to me
Signature:	Date:

## Information for Applicants

This form has been designed to assist people in gaining access to records held by the Cayman Islands Government.

### What is Freedom of Information?

The *Freedom of Information Law, 2007* (FOI Law) gives you the right to request access to records held by government authorities. All public authorities are required to follow a statutory process with respect to a response to your request and the timeframes under the law in assessing your application.

### What details should I provide?

Applications for information do not need to be made on a particular form but may be made on this application form if preferred. In accordance with the *Freedom of Information (General) Regulations 2008*, (FOI Regulations) an application shall include the following

- a) A name;
- b) A postal address or e-mail address to which notices and information can be sent;
- c) Details of the records, including (if known) the period and/or geographic area to which the information relates; dates relevant to the information needed; the name or other identifying characteristics of the document; and
- d) The form of access preferred (e.g. electronic or photocopies).

### What is Personal Information?

Under the FOI Law a person may request their own information. A separate application is required under the FOI Regulations for amendment or annotation of a personal record. If a person makes an application for their own personal information they must produce identification that allows the public authority to release this information. A person may be authorised to request someone else's personal information but must supply sufficient proof of this authorisation as required by the public authority (e.g. power of attorney, written authority by a next of kin).

### What can I ask for?

You can ask for records that are held by a Cayman Islands Public Authority. Under the FOI Law a "record" includes: a paper file, microfiche, print out, disk, visual material (maps, plans, and photographs) and audio-visual material.

### Do I have to pay?

Under the FOI Law, there is no application fee and no cost to inspect a record. However, the requestor is required to pay for expedited response, physical delivery of the records or for the cost of reproduction of a record, including the cost of converting a record into an alternative form.

The requestor shall be liable to pay a charge in the amount or at the rate fixed by, or in accordance with, the Schedule to the FOI Regulations. Payment by cheque / cash / money order / electronic card is required before copies of the document will be made. Each public authority may specify which forms of payment are accepted and which are not.

You will be supplied with a notice of the estimate of the charges if applicable. Processing and access charges may be waived for applicants at the discretion of the Chief or Principal Officer (e.g. financial hardship).

### Processing of Application

You will receive acknowledgment of receipt of your application 10 calendar days after receipt by the public authority. A decision will be made within 30 calendar days of receipt unless an extension is authorised of an additional 30 calendar days. If you have indicated that you want your request expedited, you must provide a non-refundable fee of CI \$50 and a reasonable explanation (i.e. the records are needed for judicial proceedings, or proof that it will affect life, liberty or public safety/health) as outlined in the FOI Regulations. If your request for expedition is granted you will receive the records in 10 calendar days.

*For further information please contact:*

**Email:** [foi.lsu@gov.ky](mailto:foi.lsu@gov.ky)  
**Fax:** +1 (345) 949 2187  
**Mail:** Information Manager  
Lands and Survey Department  
PO Box 1089  
Grand Cayman  
KY1-1102  
CAYMAN ISLANDS

**Hand Delivery:** Britcay House, 236 Eastern Avenue, George Town, Grand Cayman; OR  
District Administration Building, Stake Bay, Cayman Brac