



ACCESS TO INFORMATION REQUEST FORM

STEP 1	STEP 2	STEP 3	STEP 4
Decide if you need to make an informal request or a formal request under the Access to Information Act 2016. If it's an informal request, send your request to info@nacada.go.ke	If you need to make a formal request under the Access to Information Act 2016, complete this form or a written request mentioning the Act. Describe the information being sought and provide relevant details to assist NACADA find it.	Forward the access request to the NACADA Information Access Officer (CEO). The email address is listed as info@nacada.go.ke You may be asked for charges depending on the nature or amount of information being sought	When you receive an answer to your request, review the information to determine whether you wish to make any further request under the Act. You also have the right to complain to the Access to Information Officer should you believe that you have been denied any of your rights under the Access to Information Act, 2016

Government Institution: _____

Summary of the information being sought and purpose: _____

Method of access preferred: _____

Receive copies of originals

Examine original in government offices

Name of the Applicant _____

Postal Address

City/County

Physical Address

Telephone No.

Signature

Date