

FOI REQUEST FORM
Department of Foreign Affairs
2330 Roxas Boulevard., Pasay City

Title of the Document: _____

Year: _____

Purpose: _____

Name: _____

Signature: _____ **Date:** _____

Address: _____

Email: _____ **Contact Nos.** _____

Proof of Identity: **Passport No.** _____
(must be Filipino citizen) **Driver's License** _____
 Others, please specify _____

How would you like to receive the information:

- Email** _____
- Postal Address** _____
- Pick-up (office hours)** _____

TO BE COMPLETED WHEN FOI REQUEST IS SUBMITTED TO FSP/RCO/SCO

Submitted to: _____
(Name and Signature of designated FSP/RCO/SCO officer)

Date/Time of Submission: _____

Date/Time of Transmittal to FRO in the Home Office: _____

CONTACT DETAILS OF FSP/RCO/SCO:

TO BE COMPLETED BY FRO - DFA MANILA

Received from: **Directly from requesting party (for requests submitted in DFA-Manila)**
 FSP/RCO/SCO, please specify _____

Received by: _____
(Name and Signature FRO-DFA Manila officer)

Date/Time of Receipt : _____

Action/Remarks:

Info requested is available online/publicly at _____

Request is similar to an earlier request acted on by the DFA

Info requested is under services of _____ and will be referred to that office/agency

Request will be endorsed to the appropriate DFA office

CONTACT DETAILS OF FRO - DFA MANILA: