

Sample RTI Application Form

Application to Obtain Information Under Section 24 of the Right to Information Act

Date: [Insert Date]

Information Officer, [Name of the Public Authority - e.g., Divisional Secretariat / Municipal Council / Ministry] [Address]

1. **Name of Requestor:** [Your Full Name]
2. **Address:** [Your Address]
3. **Contact Details:**
 - Phone Number: [Your Phone Number]
 - Email Address: [Your Email Address]
4. **Description of Information Requested:** *[Clearly state the information you need. For example:]*
 - The report on funds allocated and expenses incurred for the road development project conducted in [Name of the GN Division] during the year 2025.
 - A certified copy of the estimated cost report (Estimate) relevant to the aforementioned project.
5. **Preferred Mode of Access to Information:**
 - [] For inspection
 - [] To obtain certified copies
 - [] Via digital media (CD/Email/Pen Drive)
6. **Citizenship:** I am a citizen of the Republic of Sri Lanka. (Citizens are eligible to request information under this Act).

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Signature of the Applicant