

The Right to Information Act, 2005

Application for Obtaining Information

From

[Your Full Name]

[Your Address]

[City, State, Pin Code]

[Email Address]

[Phone Number]

To

The Public Information Officer

[Relevant Government Office/Department Name]

[Office Address]

Subject: Request for Certified Copies of Documents from [Insert Government Office/Department Name]

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek certified copies of certain documents from [Insert Government Office/Department Name]. The details of my request are as follows:

Details of the Applicant:

- **Name:** [Your Full Name]
- **Address:** [Your Address]
- **Email:** [Your Email Address]
- **Phone Number:** [Your Phone Number]

Details of Information Required:

- **Government Office Name:** [Insert Office Name]
- **Address:** [Insert Office Address]
- **Details of the Documents Requested:**
 1. [Insert Document Name/Type, e.g., Meeting Minutes, Orders, Agreements]
 2. [Insert Relevant Document Number, if applicable]
 3. [Provide Additional Identifying Details for the Requested Document(s)]

- **Requested Information:**

1. Certified copies of the requested documents.
2. Details of any amendments, updates, or changes made to the requested documents.
3. Names and designations of officers responsible for preparing, approving, or maintaining the requested documents.
4. Copies of records or memos related to the requested documents, if applicable.
5. As per your citizen charter, the stipulated timeframe for providing certified copies of documents. Please provide a copy of your office's citizen charter.

Application Fee Details:

Application fee of ₹10/- paid by [Insert Payment Method: Court Fee Stamp/IPO/Online Payment].

Below Items for Your Kind Consideration:

- a. As per Section 6(3) of the RTI Act, if the requested information pertains to another public authority, kindly transfer the application or part of it within five days and inform me accordingly.
- b. As per Section 7(3) of the RTI Act, in case additional fees are required to provide the requested information, kindly inform me of the additional amount along with a detailed calculation.
- d. As per Sections 7(8)(iii) and 7(3)(ii) of the RTI Act, kindly provide the particulars of the First Appellate Authority.

Declaration

I declare that I am a citizen of India and am entitled to seek information under the RTI Act, 2005.

[Insert E-Signature]

Yours faithfully,

[Your Full Name]

Date: [Insert Date]