

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

[RTA Office Name/Regional Transport Authority]

[Office Address]

Subject: Request for Information Regarding [Insert Service Name, e.g., Vehicle Registration or License Application]

Dear Public Information Officer,

Under the Right to Information Act, 2005, Section 6, I seek information related to [Insert Service 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:

- **Type of Service:** [Insert Service Type, e.g., Vehicle Registration, License Issue/Update]
- **Vehicle/License Details:**
 - **Vehicle Registration Number:** [Insert Registration Number] (if applicable)
 - **License Number:** [Insert License Number] (if applicable)
- **Requested Information:**

1. The current status of my application/request related to [Insert Service].
2. Names and designations of officers handling my application, along with the time taken by each officer/department (received date and actioned date).
3. Copies of records, memos, or file notings related to the processing of my request.
4. Details of applicable fees, payments made, and any pending charges.
5. As per your citizen charter, the stipulated timeframe for resolving such queries. 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.
- c. In the interest of expediency, and to minimize the research and/or duplication burden on your staff, please send the records electronically to the provided email address. If electronic records are unavailable, kindly send clear photocopies to the postal address mentioned above.
- 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]