

# **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

[University/Board Name]

[Office Address]

**Subject:** Request for Verification of Marksheet

**Dear Public Information Officer,**

Under the Right to Information Act, 2005, Section 6, I seek information regarding the verification of my academic credentials. The details of the marksheet are as follows:

**1. Details of the Applicant:**

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

**2. Details of Information Required:**

- **Course Name:** [Insert Course Name]
- **College/University Name:** [Insert College/University Name]
- **Registration/Roll Number:** [Insert Roll Number]
- **Year of Study:** [Insert Year]
- **Additional Details:** [Provide any additional information to help identify the document]

**3. Period to Which the Information Relates:**

[Insert Date Range, e.g., From June 2015 to May 2019]

**4. 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. 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]

<Insert RTI Application Number>