# Appendix one - Verbal Freedom of Information Request Form Template

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| --- | --- |
| Request taken by: |  |
| Team Name: |  |
| Date of Request: |  |
| Reference Number: |  |
| Name of Applicant |  |
| Address for the information to be sent to: |  |
| E-mail: |  |
| Phone: |  |
| Information requested as interpreted by the ICB |  |

I, [Applicants Name] confirm that the above interpretation of my request is correct/ is not correct and the correct request is below (delete as appropriate)

|  |  |
| --- | --- |
| Description of information requested.  To be filled out by the applicant if the ICB’s interpretation was incorrect. |  |