



MSDC Circular 03/2014

17th March 2014

**LETTER CIRCULAR TO
FREEDOM OF INFORMATION OFFICERS**

Review on the FOI applicants' obligations to submit copy of ID card

In line with the simplification of government processes and open governance, Permanent Secretaries are to note the following instructions issued by the Ministry for Social Dialogue, Consumer Affairs and Civil Liberties regarding the submission of the applicant's ID card with the request of a Freedom of Information Act (FOIA) request.

- 1) The Freedom of Information Act (Chapter 496) Chapter 6 (1) states:

An Applicant's request to a public authority in terms of article 3 shall –

(c) include a copy of the applicants' identity card or residence permit, or make reference to the identity card or residence permit in such a way as may be specified by regulations issued under article 42 (a).

You are requested to consider that as from today, an applicant is obliged to make reference to the identity card or residence permit; however has no obligation to include a copy of the identity card or residence permit. All FOI application forms should also reflect this, please refer to foi.gov.mt for the latest version of such forms.

Regardless of this, it should be considered a necessary procedure for you or your representatives to request copies of documents, such as copies of the ID card or passport and/or additional documentation, as deemed necessary, in the case of requests relating specifically to the individual, individual's assets/interests/right of access, prior to releasing any documentation under this Act.

Mr Joseph Camilleri
Permanent Secretary
Ministry for Social Dialogue, Consumer Affairs and Civil Liberties

cc: Permanent Secretaries