



Republic of Kenya

**MINISTRY OF INTERIOR AND NATIONAL ADMINISTRATION**  
**Access to Information Requisition Form**

Date .....

***PART A. Details of persons/ Organization enquiring information***

Name .....

Individual                      Organization

Requisition channel: (*tick as appropriate*)

a. walk in client:

b. Phone call:

c. Email:

d. Petition

Type of information requested.....

***PART B. For official use Only***

Name of Action Officer.....

Decision .....

Fees imposed (if any in Kshs).....

Date of communicating decision.....

Remarks on the decision.....

*This form is issued free of charge from any Department in this ministry.  
It can also be obtained from Regional Commissioners, County Commissioners, Deputy County  
Commissioners and all Huduma Centers in the Republic.  
The form can also be downloaded from our website [www.interior.go.ke](http://www.interior.go.ke)*