



Ministry of Energy and Petroleum

State Department for Petroleum

ACCESS TO INFORMATION REQUEST FORM

STEP 1	STEP 2	STEP 3	STEP 4
Decide if you want to make an informal request or a formal request under the Access to Information Act 2016. If it's an informal request, send your request to info@petroleum.go.ke	<p>If you need to make a formal request under the Access to Information Act 2016, complete this form or a written request mentioning the Act.</p> <p>Describe the information being sought and provide relevant details to assist the State Department for Petroleum to find it.</p>	<p>Forward the access request to Petroleum Information Access Officer [PS].</p> <p>The email address is listed as info@petroleum.go.ke</p> <p>You may be asked for charges depending on the nature or amount of information being sought</p>	<p>When you receive an answer to your request, review the information to determine whether you wish to make any further requests under the Act.</p> <p>You also have a right to complain to the Access to Information Officer should you believe that you have been denied any of your rights under the Access to Information Act 2016</p>

Government institution.....

Summary of the information being sought and purpose.....

Method of access preferred.....

Receive copies of originals Examine original in government offices.....

Name of the applicant.....

Postal address.....City/county.....

Physical address..... Telephone number.....

Signature..... Date.....