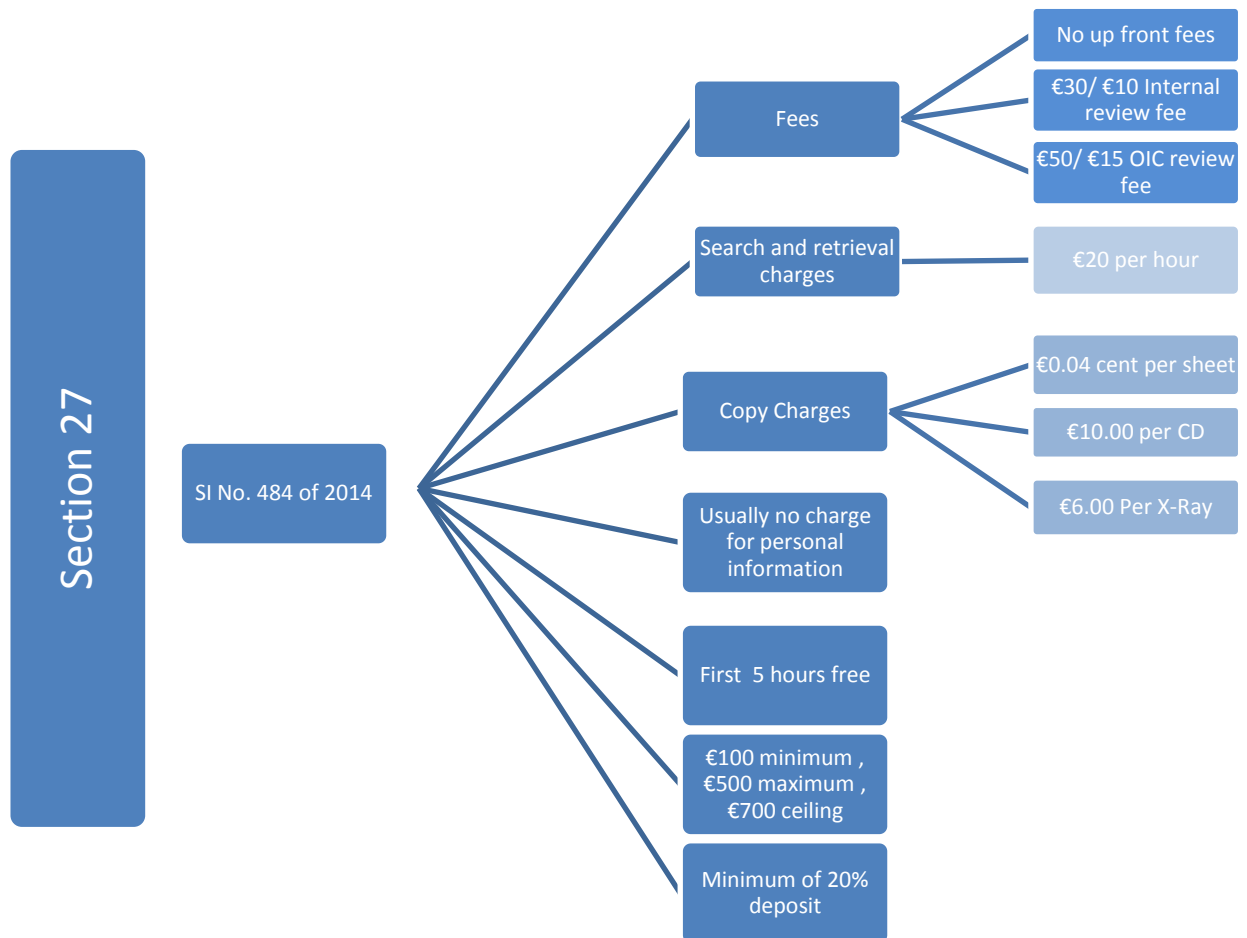


Freedom of Information Act 2014

– Fees and Charges explained



Type of Request/Application	Standard Fee	Reduced Fee ¹
Request for a record		
Initial Request	No charge	No charge
Internal Review - Section 21	€30	€10
Review by Information Commissioner: - Section 22	€50	€15
Review by Information Commissioner: - Section 38/22	€15	No charge

Type of Request/Application	Standard Fee	Reduced Fee ¹
Request for a record containing personal information	No charge	No charge
Application under Section 9 for amendment of a record containing incorrect, incomplete or misleading personal information	No charge	No charge
Application under section 10 for the reasons for a decision affecting the individual	No charge	No charge
Search & retrieval and copying fees ³	<ul style="list-style-type: none"> • €20 per hour of search and retrieval (Min €101 - Max €500 subject to €700 cap) • €0.04 per sheet for a photocopy • €10 for a CD-ROM 	
Deposits	<p>A deposit is payable where the estimated cost of search and retrieval exceeds the minimum level prescribed (€100).</p> <p>The deposit will be a minimum of 20% of the estimated search and retrieval costs.</p>	

The Freedom of Information Act 2014 provides for a completely new FOI fees regime. The Ministerial Order establishing the new fees regime (S.I. 531 of 2014) can be found **here**.

Notes related to fees table:

1. The Authority will always help a requester who is making a request for information but, where fees apply, the Authority cannot commence the formal process until the deposit is paid.
2. Fee will not apply where a person appeals a decision to charge a fee or deposit, or a fee or deposit of a particular amount under **Section 27** of the FOI Act.
3. A reduced fee will apply if the person making the request/ application is a medical card holder or a dependant of a medical card holder¹.

Note: For reduced fee proof of medical card may be necessary

4. A reduced fee will also apply in respect of third parties who appeal a decision of a public body to the Information Commissioner.
5. There is no application fee for a review/appeal solely related to the decision to charge a fee.
6. Where the information in the record would be of particular assistance to the understanding of an issue of national importance the fee may be reduced or waived.
7. Where search and retrieval costs are estimated to be above the appropriate minimum level of €100, and below the maximum limit of €500, a deposit of at least **20%** will be required³.
8. Final charges are based on the actual search, retrieval and copying of records released. If the fee is likely to exceed the estimate, the FOI Officer will contact the requester to review the definition of the request³.
9. Requests made by parents relating to their children and requests relating to deceased will fall into the category of personal information.