

## **PUBLIC ACCESS TO INFORMATION ACT 2010 (PATI)**

### **RIGHT OF ACCESS (Summary):**

A request for access to a record under the Act must be made in writing which shall be acknowledged within five working days after receipt of the request. A decision on a request shall be provided to the requester within six (6) weeks on whether to grant or refuse to grant the request in whole or in part. If the request is granted a fee may be payable for the provision of access.

### **MAKE A PATI REQUEST**

If a record is not currently available to the public, you can make a request for information by filling out a PATI Request Form, or providing a written request.

### **WHAT DO I NEED TO MAKE A PATI REQUEST?**

Before you make a PATI request, check with the public authority you think has the record to see if the record you are looking for is already available to the public. If it is, then ask for a copy of the record or where you can find it. If you are not sure whether a particular public authority has the information you want, then check the PATI Information Statements.

If you are making a written request, you must take your completed request in person, along with proof that you are a Bermudian or a resident of Bermuda, to the public authority. The authority must see this information before it will begin looking for the requested record. Include as many details as you can to help the authority find exactly what you want. Also, make sure that you include all of your contact information when making your request in case the authority needs to be in touch with you.

### **IS THERE A FEE TO MAKE A PATI REQUEST?**

You might have to pay a fee to receive your requested records. Review the PATI service fees to find out the cost of your request.

### **HOW LONG WILL IT TAKE TO PROCESS MY PATI REQUEST?**

After you make a formal request, you will receive a letter of acknowledgement within five days. The letter will also let you know whether or not the public authority has the record you are looking for or whether they need more information from you. You will also see the timelines the public authority needs to fill your request.