



## Access Request Form

[T-Pro]

**Access Request Form:**

Request for a copy of Personal Data in accordance with the General Data Protection Regulation 2018  
**Important: A fee of €6.35, a photocopy of your proof of identity (e.g. passport or driver's licence) and a photocopy of proof of address (e.g. utility bill) must accompany this Access Request Form (see note below).**

**Section A - please complete this section**

Full Name.....

Postal address

.....  
.....  
.....  
.....

Telephone/e-mail\*

..... / ..... (include area code)

\* We may need to contact you to discuss your Access Request

**Section B - please complete this section**

I.....wish to make an access request under Section 4 of the General Data Protection Regulation 2018 for a copy of any information you keep about me, on computer or in manual form in relation to .....

.....  
.....  
.....  
.....  
.....

Signed..... Date .....

Checklist: Have you:		Yes	No
1.	Completed the Access Request Form in full?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Attached a photocopy of proof of your identity and address?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Included any additional details that would help to locate your information?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Included a cheque or postal money order made payable to T-Pro in the amount of €6.35?	<input type="checkbox"/>	<input type="checkbox"/>

5. Signed and dated the Access Request Form?	<input type="checkbox"/>	<input type="checkbox"/>
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If you have ticked **No** to any question above we regret we cannot process your request.

Please return this form to: **T-Pro, Fitzwilliam Place, Dublin 2, D02 Y985 or email to [dataprotection@tpro.io](mailto:dataprotection@tpro.io)**

Note: we require proof of the applicant's identity and address to ensure that the person making this access request is acting legitimately

<b>Office Use Only:</b> <hr/> <hr/> <hr/> <hr/>
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