

**Model Form No. 2**  
**Application for obtaining information under the Right to Information Act, 2005**

To,  
The Chief Public Information Officer,  
(Name of Office with address)

- (1) Full name of the applicant
- (2) Address
- (3) Particulars of information required.
  - (i) Subject-matter of information\*
  - (ii) The period to which the information relates\*\*
  - (iii) Description of the information required\*\*\*
  - (iv) Whether information is required by post or in person (The actual postal charges shall be included in additional fees)
  - (v) In case by post (Ordinary, Registered or Speed)
- (4) Whether the applicant is below poverty line. (If yes, attach the photocopy of the proof thereof)

Place .....

Date .....

.....  
Signature of the Applicant

\* Board category of the subject to be indicated (Such as Grant / Government land / Service matters / Licenses etc.)

\*\* Relevant period for which information is required to be indicated.

\*\*\* Specific details of the information is required to be indicated.