



Republic of the Philippines
Supreme Court
 Manila

ACCESS TO INFORMATION REQUEST FORM

PART I INFORMATION ON THE REQUESTING PARTY	
COMPLETE NAME OF THE REQUESTING PARTY: <div style="display: flex; justify-content: space-between;"> Last Name Given Name Middle Name </div>	DATE OF REQUEST:
COMPLETE ADDRESS: 	CONTACT DETAILS: Landline: Mobile: Fax: E-mail:
COMPANY/AFFILIATION/ORGANIZATION/SCHOOL and POSITION	PREFERRED MODE OF COMMUNICATION: For clarification and other matters <input type="checkbox"/> Landline <input type="checkbox"/> E-mail <input type="checkbox"/> Mobile <input type="checkbox"/> Postal Address
TYPE OF GOVERNMENT-ISSUED ID (with photograph and signature) <input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> Others, please specify <input type="checkbox"/> Postal ID <input type="checkbox"/> Voter's ID	NAME OF REPRESENTATIVE or GUARDIAN (if applicable) ID of Representative: Proof of Authority:
PART II REQUESTED INFORMATION	
DOCUMENT REQUESTED: (Please provide details)	Date of Document, if known: <input type="checkbox"/> Original copy <input type="checkbox"/> Photocopy <input type="checkbox"/> Certified true copy <input type="checkbox"/> Certified photocopy <input type="checkbox"/> Photographs <input type="checkbox"/> Electronic (CD, DVD)
PURPOSE OF THE REQUEST: (Please be specific)	
I declare and certify that the information provided in this form is complete and correct. I am aware that giving false or misleading information or using forged documents is a criminal offense. I bind myself and my principal to use the requested information only for the specific purpose stated and subject to such other conditions as may be prescribed by the SUPREME COURT OF THE PHILIPPINES. I understand that the SUPREME COURT OF THE PHILIPPINES may collect, use and disclose personal information contained in this request.	
Signature of the Requesting Party or Representative/Guardian:	For Official Use Only Received by: Date: Time:
Date:	
Remarks:	