REQUEST TO ACCESS PUBLIC INFORMATION. LAW N° 20.285

Fecha_____ Folio Nro_____

IDENTIFICATION OF SOLICITANT (mandatory information, article 12 Law N° 20.285)	
Name and Surname or Corporate Name (when appropriate):	
Name and Surname of Representative (when appropriate):	
Address of Representative (Postal or E-mail) (mandatory information, article 12 Law N° 20.285):	**Telephone** (optional, article. 27 Regulation Law N°20.285):

IDENTIFICATION OF THE REQUESTED INFORMATION (mandatory information, article 12 Law N°20.285)

_____

Please indicate subject, period of emission or period of validity, origin or destiny, support, etc. (article 28 Regulation Law N°20.285):

COMMENTS (optional) article 27 Regulation Law N°20.285):

I want to be notified by e-mail: (optional, article 27 Regulation Law N° 20.285)			
	Yes:	No:	Email:

Way of delivery of requested information (optional, article 27 Regulation Law N° 20.285)		
Email:	**Send by Post**:	**Collect in office:**
		Specify office:

Format of requested information (optional, article 27 Regulation Law N° 20.285)	
Paper:	**Digital (for example Word, PDF, etc.)**:
Other (Specify):	

Signature of Solicitant or Representative:	Stamp
Date:	

Ways to place your public information request:

You have two ways to place your public information request:

1.- By completing and submitting the on-line form available on this web site
2.- By submitting a letter or a paper form at administrative entity office.

What to do if the on-line form is not working properly:

In case our on-line form is not available or presents errors, please direct your request of public information to this e-mail address: transparencia@munilosandes.cl or submit your request at to administrative entity office.

Additional information of the Public Information Request procedure:

The procedure for a Public Information Request consists of the following steps:

i. Submission and reception of the request submission of the request and its reception by administrative entity.

ii. Formal analysis of the request: an analysis is made to determine if the administrative entity is competent in the matter of the request; revision of the formal aspects of the request; search of the requested information; and, when appropriate, notification of third parties whose rights might be affected.

iii. Resolution of the Public Information Request: revision of the request and preparation and signature of the administrative act to deliver the requested information, and the solicitant's notification.

iv. Compliance of the Resolution: in this stage, the Administrative entity might require the payment of the direct cost of reproduction. Delivery of the information and certification of delivery.

The requested information must be delivered by the entity within 20 working days. This period may be exceptionally extended for another ten working days, if there are circumstances that make it difficult to collect the information requested, in which case the agency must inform the applicant before the deadline, about the extension and its reasons.

It is important to state that proper representation will be required only when the access of the requested information) is to be given because of the particular entailment of the applicant with the information. In these cases, the power of representation must be certified by Public Notary.