



Publishing and Printing for YOU

KENYA LITERATURE BUREAU
ACCESS TO INFORMATION FORM

Please note the following steps:

Step 1:

Make a decision on whether you need to make an informal request or a formal request under the Information Act No. 31 of 2016. If it is an informal request, your request to info@klb.co.ke or call 0711-318-188/0732-344-799/020-354-1196/7.

Step 2:

If your request is formal under the Access to Information Act, 2016, complete this form or make a written request mentioning that the request is made under this Act. Describe the information being requested and provide relevant details to assist KLB find it.

Step 3:

Forward your request for information to the KLB Information Access Officer (MD&CEO) via email address: info@klb.co.ke.

Step 4:

Once you receive a response to your request, review whether you wish to seek more information under the Act. You have a right to appeal to the Commission on Administrative Justice should you believe that you have been denied any of your rights under the Information Act, 2016.

Applicant's Information

| | |
|-----------------------|------------------|
| Name: | Telephone: |
| Postal Address: | Email: |
| Physical Address..... | |

Information requested:

Brief description of the information being sought and purpose:
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Method of access preferred:

- Receive copies of originals Examine original in government offices

Signature

Date: