



Access to information request

Request registration number¹.....

Request reception channel: Hard copy Postal address E-mail

Request submission date:..... /..... / 20.....

I- Institution or organization concerned

-The institution or authority to which the request for access to information is addressed:

- Address:

Central Regional Provincial Local Other.....

In compliance with the provisions of Article 14 of the Law N° 31.13 on the right of access to information, I, the undersigned, holder of the following personal information (III), wish to obtain the information held by the institution or competent authority referred to in (I) by the means specified below (V)

II-Request type

Normal request

Urgent request

III - Personal Information

- Family name:
- Personal address:
- E-mail address² :
- Phone number³ :

Foreign resident, Number of residence document:

V- Requested information

Subject :

Period for which information is requested: from/...../..... to...../...../.....

The requested information is included in: ⁴	Document	<input type="checkbox"/>	Report	<input type="checkbox"/>	Study	<input type="checkbox"/>	Periodical	<input type="checkbox"/>	Decision	<input type="checkbox"/>
	Circulars	<input type="checkbox"/>	Note	<input type="checkbox"/>	Database	<input type="checkbox"/>	Other general documents.....	<input type="checkbox"/>		
The desirable way of obtaining information ⁵	Direct access on site	<input type="checkbox"/>	On site reception	<input type="checkbox"/>	By E-mail	<input type="checkbox"/>	By mail post	<input type="checkbox"/>	Via fax number:	<input type="checkbox"/>
			Paper version	<input type="checkbox"/>				Via other means :.....		
Cost of the documentation concerned ⁶										

¹Reserved for the concerned institution or authority.

^{2,3} If necessary, the email and phone number must be provided.

⁴The type of information requested could be provided optionally.

⁵In case of the absence of information in the desired form, the information will be provided according to the means and form available to the concerned institution or authority.

⁶To be determined by the concerned institution or authority

Please turn the page



VI- Right to access to information safeguards

- The institution or organization concerned should respond to the request to access to the information within a period not exceeding twenty (20) working days starting from the request's reception.
- The concerned institution or organization may extend the period of twenty (20) working days for a similar period, in the following cases:
 - If the concerned institution or organization is unable to fully or partially respond to the request of the concerned person within the above-mentioned deadline;
 - If the request involves a large amount of information;
 - If it is impossible to provide the information within the above-mentioned deadline;
 - If its issuance requires prior consultation of third parties.

In any case, the interested person must be informed in advance of the extension, in writing or by e-mail, specifying the reasons for the extension.

- In case of emergency, where obtaining the information is necessary to protect the life, safety, or freedom of the individual the institution or organization concerned shall comply to the request of access to information within three (3) days.
- The applicant may make a complaint to the:
 - President of the institution or organization concerned within a deadline of twenty (20) working days following the expiration of the statutory period for responding to the request or from the date of the receipt of the response.
 - The Right of Access to Information Commission within thirty (30) days after the expiration of the statutory period for responding to the complaint addressed to the president of the concerned institution or organization, or the date of the complaint's reception. The Commission should consider the complaint and inform the concerned person of the follow-up provided to it within a deadline of thirty (30) days from the date of receipt.
- The applicant has the right to appeal to the competent administrative court against the decision of the President of the concerned institution or organization within sixty (60) days, or as of the date of the Right of Access to Information Commission's reply to his complaint, or as of the date of expiry of the legal deadline for replying to the complaint.
- The collected information is used in compliance with the provisions of article 6 of the Law N° 31.13.
- All the information specified in compliance with the provisions of Article 7 of the Law N° 31.13 is excluded from the right of access to information.

VII- Article reserved for personal data protection

Through this form, the applicant gives his/her consent to the processing of his/her personal data by (the name of the data controller) in order to Ministry of Digital Transition and Administrative Reform. This processing has been the subject of a request for authorization from the CNDP under the number A-DAI-370/2019 dated 13 march 2020.

The personal data collected may be transmitted to the head of the administrative unit responsible for the subject of the request for information. You may contact the Head of Human Resources Division through the E-mail: info@mmsp.gov.ma to exercise your rights of access, rectification and opposition in compliance with the provisions of the Law N° 09-08.

Applicant's signature⁷:

I agree to use and re-use the requested information for legitimate purposes.

Reserved for the concerned institution or authority

The registration number of the request.....
Name of the concerned institution or authority.....
Full name of the applicant:

The cost of the requested information.....

Full name of the person in charge:.....

...../...../20....

Signature of the person in charge:

Purpose of the requested information

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⁷Put the expression "read and approved" with the full name and signature.