



Party's request for information

Act on the Openness of Government Activities (621/1999,) 11- 12§



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CLEAR FORM

- ☐ I request to get following information on the basis of my status as a party
- ☐ I request as a custodian/guardian/attorney get to know, what personal data of my minor child/my ward/my granter on the basis of my party status
- ☐ I request information of document regarding myself
- ☐ I have acknowledged the Kanta information as received and my disclosure permit is valid in Oma-Kanta. The permit must be valid, so the information can be disclosed. More information <https://www.kanta.fi/en/mykanta>

REQUESTOR'S INFORMATION

Name of the requester

Personal identity code

Telephone

Name of the child/my ward/my granter

Personal identity code

Delivery address of the information (information can be submitted by secure email or by post)

- ☐ I want the information by post
- ☐ I want the information by secure e-mail
- ☐ I want the information in Maisa (I use Maisa)

Address, post number and town

E-mail address

REQUESTED INFORMATION

I request following information/documents

Service, which the request of documents concerns

The information is requested for the period

From the start of

To the end of

Intended use of information

DATE AND SIGNATURE

Place and date

Signature of the requester

Name clarification of the requester

TO BE FILLED BY THE OFFICIAL

Identity of the requester has been confirmed

☐ Passport ☐ Driving licence ☐ Photo ID

When the guardian requests for information, a copy of the power of attorney or the decision of the court or local register office is attached

☐ yes

Place and date

Signature of the person confirming the identity

Name clarification of the person confirming the identity

Public office

Filling out the form

Mark the service in the form, that the request concerns. The more precisely you define your request, the faster the information can be provided. The filled form can be returned to the locations below. Please note, that you can take care of matters electronically at <https://asiointi.vakehyva.fi>

The form has to be submitted personally and your identity is confirmed when the form is handed in. Please take a photo ID with you (passport, driving licence or a photo ID). If your identity can't be confirmed, it is not possible to perform the request.



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VANTAA INFO**Tikkurila**

Dixi, Ratatie 11, 2. floor

Myyrmäki

Myyrmäkitalo, Paalutori 3

KERAVA SERVICE POINT**Sampolan palvelukeskus**

Kultasepäncatu 7, 1 floor

According to **Act on Authority the Openness of Government Activities Section 11**, the party, i.e. the applicant, the appellant and other, whose right, interest or obligation the matter concerns (a party), has as a rule the right to get information from the authority who is processing or have processed the matter other than content in a public document, which can or could have affected the processing of his/her matter.

Exceptions to this right shall be provided by law in paragraphs 1–8 of subsection 2 of the aforementioned section. However, in accordance with these, the party, his/her representative or assistant does not have the right, in their capacity as a party, to get information, for example, from a document where disclosing such information would be contrary to a highly important public interest, the best interests of a child, or another highly important private interest.

If the document is part of trial document, the party's right to access information is in effect, according to what is enacted in the **Act on the Public Nature of Court Proceedings in General Courts (370/2007)** and the **Act on the Public Nature of Court Proceedings in Administrative Courts (381/2007)**. The provisions of **Section 15 of Chapter 4 of the Pre-trial Investigation Act (805/2011)** apply to the right of a party in a pre-trial investigation to obtain information regarding a document presented or drawn up during the pre-trial investigation.

However, party status does not apply when, if the right to appeal is solely based on membership of a wellbeing services county, a municipality, or another community.

According to the **Act on the Openness of Government Activities**, everybody has the right to get information concerning themselves from authority's document containing the information, subject to the restrictions laid down in **Section 11(2) and (3)**, unless otherwise provided by law.



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