

REQUEST FORM FOR ACCESS TO PUBLIC INFORMATION (LAW Nº 20.285)

IDENTIFICATION OF PETITIONER (compulsory/binding, Article 12 of Law No. 20.285)

Name(s) and Surname (s) or Company Name (if applicable)

Full name of the attorney, agent or legal representative (if applicable)

Address (postal or electronic) (compulsory, Article 12 of Law No. 20.285)

Telephone (landline or cell) (optional data, article 27 of Bylaw of Law Nº 20.285)

REQUEST INFORMATION

Name of the entity you are asking for the request:

To I. MUNICIPALIDAD DE VIÑA DEL MAR

Identification of the requested documents. Point matter, issue date or period of validity of the document, origin, destination, support etc.

Comments/Observations:

Notification (Mark an X and specify)

I wish to be notified by e-mail	Yes:	No:	E-mail:
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Form/mode of receipt of the requested information (mark with an X)

E-mail:	Mailing:	Office withdrawal:
		Only at Legal Department– Arlegui 615, First floor, Viña del Mar

Delivery Format (mark with an x)

Photo Print:	Digital:
Others:	(only if it were technically possible)

Signature of petitioner or attorney/agent/deputy

Stamp:

Date:

ADDITIONAL INFORMATION ABOUT THE ADMINISTRATIVE PROCEDURE OF PUBLIC INFORMATION REQUEST:

The procedure to answer your Request for Public Information consists of the following stages:

- i. **Stage of submission and receipt of the request for access to information:** composed of income or request form for access to public information and its receipt by the Municipality. Received this you will receive, in the shortest time, a communication from Legal Department of the City Hall stating that your request has entered the stage of analysis and how to monitor them.
- ii. **Stage of formal analysis of the request for access to information:** formed by the entity proficiency check, review of the formal aspects of the application and eventual relief, search for information, and when behoove, determination, notification and eventual opposition of third parties whose rights may be affected.
- iii. **Stage of resolution of the request for access to information:** it consist in the review of background of the application, the preparation and signing of the administrative act of answer from the City Hall and its notification to the petitioner.
- iv. **Stage of compliance of the resolution:** composed by the eventual payment of the direct costs of reproduction (copies) and the effective delivery of information and certification of it.

The deadline to respond to your request is 20 working days, and exceptionally may be extended by another 10 working days, where there are circumstances that make it difficult to gather the required information, in which case the required institution shall inform the applicant, before the expiration of term extension and its foundations. According to Article 25 of Law No. 19,880 of Administrative Procedures, the aforementioned terms are business days, and are unqualified Saturdays, Sundays and holidays.

The applicant has 15 working days to go to the Transparency Council, in case of no answer within deadlines, or if the request is wholly or partially denied.

It should be required to prove the representation power of the petitioner when the requested information is protected by business secret which is owned or when personal information is requested by the person hat is been represented. In such cases, the power shall be recorded in public act (deed) or in private act notarized where the represented authorize the agent to know that private information private.