

To **ERSU of Palermo**  
**Viale delle Scienze, Building 1**  
**90128 PALERMO**  
*protocollo@ersupalermo.it*

**Request for ACCESSING TO ADMINISTRATIVE DOCUMENTS**

(Law no. 241 of 1990 and subsequent modifications and integrations – D.P.R. No 184 of 2006)

The undersigned \_\_\_\_\_ born in \_\_\_\_\_

\_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_\_\_ resident in \_\_\_\_\_

\_\_\_\_\_ in via \_\_\_\_\_ no. \_\_\_\_\_

ZIP \_\_\_\_\_ Telephone no. \_\_\_\_\_ email \_\_\_\_\_

As:

- direct interested
- authorized representant
- representant (indicate the name of the representant and details of the identification document) \_\_\_\_\_

**REQUEST**

pursuant to the article no. 22 and follows of the law no. 241/1990 and subsequent modifications and integrations **to exercise own right of accessing to administrative documents by**

- informal admittance – consultation
- formal admittance - issue of an authentic / compliant copy of the original one* (tick the item that does not apply)

**of the following administrative document** (indicate in detail the requested act or the documents and/or each useful references for its identification)

\_\_\_\_\_

\_\_\_\_\_

**for the following detailed reason** (pursuant to article 25, paragraph 2 of Law 241/90, the specific reasons for which access is requested must be indicated)

\_\_\_\_\_

\_\_\_\_\_

**In this regard**, pursuant to articles 46 and 47 of D.P.R. no. 445/2000.

## DECLARES

*aware that, pursuant to article 76 of the D.P.R. no. 445/2000, anyone who issues false declarations, forms false documents or uses them in the cases envisaged by the same law, is punished pursuant to the penal code and the special laws on the matter and that any benefits obtained due to the provision issued on the basis of untruthful statements, lapse.*

- that, pursuant to paragraph 1, lett. b) of the art. 22 of the law 7/8/1990 no. 241, there is the following direct, concrete and current interest inherent in a legally protected situation and linked to the document to which admittance is requested (specify)

\_\_\_\_\_

\_\_\_\_\_

- **to be delegate from** \_\_\_\_\_

The undersigned undertakes to pay the fee payable, through the application of revenue stamps, subject to cancellation by the Office, according to the provisions of the Tariff in the appendix to the current Regulation.

### Releasing method:

- personally withdrawal from the competent office;
- sending by post to the following address: \_\_\_\_\_
- sending by fax to the following number: \_\_\_\_\_
- sending by mail to the following email: \_\_\_\_\_

### POLICY PURSUANT TO ART. 13 OF Legislative Decree 196/2003

The Ersu of Palermo, as owner of the processing of personal data, informs you that the data collected through the completion of the form for the substitutive declaration of certification or declaration of affidavit are processed for purposes strictly related to the verification of the conditions for the recognition of the right of admittance, in accordance with the provisions of the current laws and regulations.

The data can be communicated to institutional subjects only in the cases envisaged by the provisions of the law or regulation, or to interested third parties in compliance with the legislation governing admittance. The data you provide will be processed with both electronic or automated means and paper.

The data you provided may be used for the purpose of verifying the accuracy and truthfulness of the declarations made, in the forms and within the limits established by the D.P.R. no. 445/2000 (so-called Unique Text on administrative documentation, containing rules on self-certification). We remind you that, as the party concerned, you can exercise the rights provided by the art. 7 of the Privacy Code.

Date \_\_\_\_\_

**Signature**

\_\_\_\_\_

The Administration, if it identifies counter-interested parties, of which article 22, paragraph 1, letter c), of the law 7 August 1990, no. 241, will communicate the request to them, by sending a copy by registered letter with acknowledgment of receipt, or by electronic means for those who have allowed this form of communication. Within ten days from the receipt of said communication, the counter-interested parties may present a justified opposition, also by electronic means, to the request for admittance. After this deadline, the public administration shall take care of the request, having ascertained receipt of the communication referred to above.

As refers the rights of the interested parties, reference is made to the provisions of Title II of Legislative Decree 196/2003.

The certified copy is always subject to stamp duty, except for the cases of exemption provided by the tab. B of the D.P.R. 642/1972 which will be declared and evaluated during the authentication phase.

The issue of a simple copy or certified copy is subject to payment of the reproduction cost as per the current Tariff.

According to the art. 38 of the D.P.R. 445 of December 28<sup>th</sup> 2000, the declaration is signed by the interested party in the presence of the employee or signed and presented or sent also by fax or electronically together with an unauthenticated copy of an identification document of the signifier. The declaration sent electronically is valid if signed by digital signature or when the subscriber is identified by the computer system with the use of the electronic identity card.

Information and admittance to documents are requested from the Ersu's Public Relation Office of Palermo, Viale delle Scienze, Building 1, from Monday to Friday, from 9 a.m. To 1 p.m..

Date \_\_\_\_\_

**Signature**

\_\_\_\_\_