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|  | **Republika e Kosovës/Republika Kosova/Republic of Kosovo**Qeveria e Kosovës/Vlada Kosova/Government of KosovoMinistria e Administrimit të Pushtetit Lokal Ministarstvo Administracije Lokalne Samouprave Ministry of Local Government Administration**Request for access to official documents****Submitted to the MLGA Records-Archive** **Part 1.Filled in by the applicant** **(1)Name**(filled in by the natural person or by the authorized person of a legal person in part 1b.)**(2)No. of personal document**(Number) (Type of the personal document)**(3) Address** (Street No) (Postal code) (City) (State)**(4) Telephone (5) Email:** **Part 1b.The following part is fill (after part 1) only if the applicant is a legal person** **(6) Name of the legal person (7) No. of the registry (8)Date of registration (9)Address**(Street No.) (Postal code) (City) (State)**(10)Telephone (11)Email (12) Description of the document(-s) required:** **(13) No. of documents (14)** **The desired form of access**(right away, in the paper, electronically...other)1 |  |
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|  | **Part 2.** – **Fill in by the MLGA Archive Officer****(15)The form how the request is received:** (In person, by post, by email, other)**(16) The request is received by:**(Archive, or another Ministry Officer)**(17) Date of receiving (18) No. of register** (Register of access requests)**(19)** **No. in the register, if the required document is in the Register (20)No. of the reference in the document itself (if the document is found) (21) The responsible institution** –Owner **(if the document is found) Part 2b. MLGA response** **(22) The request is approved by: (23) Date** (Name and signature)**Part 2c. Fill only if the access is refused** **(24) Request is refused by (25) Date** (Name and signature)**(26) Reason** **\_**2 |  |
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