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|  | **Republika e Kosovës/Republika Kosova/Republic of Kosovo**  Qeveria e Kosovës/Vlada Kosova/Government of Kosovo  Ministria 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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