

Request to access public documents

In accordance with the principle of openness, official documents are primarily in the public domain, and everyone has the right to obtain information from them. If the information request concerns a public document that does not contain confidential information, then the person making the request does not have to state the reason for the request or explain what the information will be used for.

The request for information must be as detailed as possible to make fulfilling the request easier.

The Wellbeing Services County will provide the requested information as soon as possible, no later than two weeks after receiving the request. If the requested documents are numerous or contain confidential elements or if another similar reason causes the handling and resolution of the matter to require special measures or otherwise require a larger than usual workload, the requested documents will be provided no later than one month after receiving the request.

Fields marked with an asterisk (*) are mandatory.

1. Contact details of the person submitting the request for information

Name or organisation*	
Address	
Email	Telephone number

2. Content of the request for information

Title and content or other description of the requested document or file*

3. Specifications of the request for information

Date by which I wish to receive the documents or information
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4. I wish to receive the requested information in the following manner*

☐ By post to the provided address
☐ By email to the provided email address

5. Attachments (leave blank if there are no attachments)

The request includes the following attachments or additional clarifications

Instructions

You can deliver your request for information to the Western Uusimaa Wellbeing Services County Registry Office either by post or by using the Turvaposti secure email system. You can also submit a request for information using an electronic form at <https://www.luvn.fi/en/our-client/clients-rights/request-access-public-documents>

Delivery of the form by post:

Postal address of the Registry Office:

Registry Office, P.O. Box 33, 02033 Western Uusimaa Wellbeing Services County

Delivery of the form by email:

Email address of the Registry Office:

kirjaamo@luvn.fi