



**APPLICATION FOR CORRECTION OF PERSONAL RECORD**

1. Particulars of the Applicant/Requester

Name:.....  
Gender:.....  
National Identity/Passport No.....  
Nationality:.....  
Telephone No:..... E-mail:.....  
Physical Address:.....

2. State whether the request is being made on behalf of another person. If yes, provide the particulars of that person.....  
.....  
.....  
(provide the authority to apply on his behalf)

3. Particulars of the document to be corrected (provide full particulars of the document you are seeking to be corrected to enable processing of your request)  
Name/type of document:.....  
Reference /File No. (if known):.....  
Any other details:.....  
Brief description of the contents of the document:.....  
.....  
Provide specific reasons for seeking correction:.....  
.....  
.....

The information in the above document about me is (identify one or more):

- Incomplete
- Incorrect
- Out of date
- Misleading

The correction (s) required is/are:.....  
.....  
.....

Notes

- (Provide the information that would make the document described above complete, correct, up to date or not misleading, and attach the statement, signed by you, to this application).
- Attach any documents or evidence in support of the correction requested).

Signature of the Requester/Applicant:.....

Date:.....

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4. For Official Use

Date Request received:.....

Remarks.....  
.....  
.....

Name and title of the officer receiving the Request:.....

Signature:.....