

e-Services Forms Help Page:

Information Request Application

Information Council - Information Request Application Form

Information Council - Information Request Application Form ?		
Information access purpose	Select one ...	1
Information subject 1		2
Information subject 2		3
Information subject 3		4
Requested information media	Select one ...	5

1. Select the purpose for which you want to acquire the information from "Information access purpose" drop-down list marked **No. 1** in the table "Information Council - Information Request Application Form" in the image above. This is a required field. The form will not be submitted unless you fill this field.

Select the entry "Other" in case none of the entries matches your purpose. Upon selecting "Other", a new field labeled "Information access purpose data" appears. Specify the purpose in this field. In this case, the field is required. The form will not be submitted unless you fill this field.

Example:

The screenshot shows two examples of the form. The top example shows the 'Information access purpose' dropdown menu open with 'Other' selected. The bottom example shows the 'Information access purpose' dropdown menu set to 'Other', and a new text input field labeled 'Information access purpose data' appears below it, marked with a red asterisk to indicate it is required.

Information access purpose: Publication

Information access purpose: Other

Information access purpose data: Evidence presented to court

2. Enter the subjects of the information you want to acquire in the fields "Information subject 1", "Information subject 2" and "Information subject 3" marked **No. 2, 3 and 4** respectively in the table "Information Council - Information Request Application Form" shown in the image above. The field "Information subject 1" is a required field. The form will not be submitted unless you fill this field.

Example:

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Information subject 1	<input type="text"/>
Information subject 2	<input type="text"/>
Information subject 3	<input type="text"/>

Information subject 1: Parliament
Information subject 2: The military
Information subject 3: Acquisition

Information subject 1: Parliament
Information subject 2: -
Information subject 3: -

3. Select the media on which you need the information placed from the "Requested information media" drop-down list marked No. 5 in the table "Information Council - Information Request Application Form" in the image shown above. This is a required field. The form will not be submitted unless you select a value.

In case the media was not listed in the drop-down list, select "Other". Upon selecting "Other", a new field labeled "Requested information media data" will appear. Specify the media you need in this field. If this field appears, it becomes a required field. The form will not be submitted unless you fill this field.

Example:

Requested information media	Select one ... Select one ... Photocopy CD Other
Requested information media	Other
Requested information media data	<input type="text"/> *

Requested information media: CD

Requested information media: Other

Requested information media data: PDF

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In case the applicant is an organization, fill out the following		
Entity type	Select one ...	1
Entity name	<input type="text"/>	2
Written authorization number	<input type="text"/>	3
Written authorization date	<input type="text"/>	4
Delegate name	<input type="text"/>	5

4. Select the entity type that is requesting information from the "Entity type" drop-down list. This is a required field. The form will not be submitted unless you select a value. In case the "Entity type" is not included in the list, select "Other". Upon selecting "Other", a new field labeled "Entity type data" appears. Specify the entity type you are presenting in this field. In this case, the field is required. The form will not be submitted unless you fill this field.

Example:

Entity type	Select one ...
Entity type	Other
Entity type data	<input type="text"/> *

Entity type: Public sector

Entity type: Other

Entity type data: Master student

5. Fill the entity name in the "Entity name" field marked No. 2 in the table "In case the applicant is an entity, fill out the following" shown in the image above.

Example:

Entity name	<input type="text" value="Department of National Library"/>
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Entity name: Department of National Library

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6. Enter the written authorization number provided by your organization in the "**Written authorization number**" field marked **No. 3** in the table "In case the applicant is an entity, fill out the following" in the image shown above.

Example:

Written authorization number	<input type="text"/>
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Written authorization number: 123456

7. Enter the date of the authorization in the "**Written authorization date**" field marked **No. 4** in the table "In case the applicant is an entity, fill out the following" in the image shown above.

Example:

Written authorization date	<input type="text"/>
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Written authorization date: 1/1/2011

Written authorization date: 1 - 1 - 2011

8. Enter the requesting organization's delegate in the "**Delegate name**" field marked **No. 5** in the table "In case the applicant is an entity, fill out the following" shown above.

Example:

Delegate name	<input type="text"/>
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Delegate name: Ahmad Muhammad Mahmoud

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Applicant Information		
Full name (4 parts)	<input type="text"/>	1
Proof of Identity Type	Select one ...	2
Proof of Identity Number	<input type="text"/>	3
Residence	<input type="text"/>	4
Work address	<input type="text"/>	5
Work place	<input type="text"/>	6
Phone Number	<input type="text"/>	7
Fax Number	<input type="text"/>	8
Postal Address	<input type="text"/>	9
e-mail address	<input type="text"/>	10

9. Enter the full name of the applicant composed of four parts in the "Full name (4 parts)" field marked No. 1 in the table "Applicant Information" shown in the image above. This field is required. The form will not be submitted unless you fill this field with all four parts of the name.

Example:

Full name (4 parts)	<input type="text"/>
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Full name (4 parts): Ahmad Muhammad Mahmoud Muhammad

Full name (4 parts): Ahmad "Muhammad Thabet" Mahmoud Muhammad <- In case the name is composite

10. Select the proof of identity you will be providing for this application purposes from the "Proof of Identity Type" drop-down list marked No. 2 in the table "Applicant Information" shown above. This is a required field. You cannot submit the form unless you select a value. In case you choose "Jordanian Identification Card" or "Jordanian Passport", you have to fill the document number in the "Proof of Identity Number" marked No. 3 in the table "Applicant Information" shown above. This field is required. You cannot submit the form unless you fill this field

Upon selecting "Jordanian Identification Card" or "Jordanian Passport", a new field labeled "National Number" appears. You have to enter a correct Jordanian national number composed of 10-digits. This is a required field. You cannot submit the form unless you fill the field.

Example:

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Proof of Identity Type	Select one ... Select one ... Jordanian Identification Card Jordanian Passport Other
Proof of Identity Type	Jordanian Passport
National number	
Proof of Identity Number	

Proof of Identity Type: Jordanian Identification Card

Proof of Identity Number: 1234567

National Number: 1234567890

In case you have a different proof of identity, select "Other". After selecting "Other", a new field will appear for you to fill the proof of identity type which is not listed in the list as shown below. The field is required. You cannot submit the form unless you fill this field.

Fill the number of the proof of identity marked **No. 3** in the table "Applicant Information" shown above. This field is required. You cannot submit the form unless you fill this field.

Example:

Proof of Identity Type	Select one ... Select one ... Jordanian Identification Card Jordanian Passport Other
Proof of Identity Type	Other
Proof of Identity Type	
Proof of Identity Number	

Proof of Identity Type: Other

Proof of Identity Type: Iraqi passport

Proof of Identity Number: 1234567

Note: You have to include a copy of the proof of identity for the application to be accepted.

11. Enter your residential address in the "Residence" field marked **No. 4** in the table "Applicant Information" shown in the image above. This is a required field. You cannot submit the form unless you fill this field.

Example:

Residence	
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* Note: All names mentioned in the examples are for clarification purposes. No specific person / entity is intended.

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Residence: Arajan, opposite Ministry of Interior, Amman, Jordan

12. Enter the address of your work place in the "Work address" field marked No. 5 in the table "Applicant Information" in the image shown above. This is a required field. The form will not be submitted unless you fill this field.

Example:

Work address

Work address: Arajan, opposite Ministry of Interior, Amman, Jordan

13. Enter the name of the place you work for in the "Work place" field marked No. 6 in the table "Applicant Information" shown in the image above.

Example:

Work place

Work place: National Library

14. Enter your landline telephone number, cell number or both in the "Phone Number" field marked No. 7 in the "Applicant Information" table shown above. You may enter more than one number with commas separating each number. This is a required field. The form will not be submitted unless you fill this field.

Example:

Phone Number

Phone Number: 0791234567 – 5123456

15. Enter your Fax number in the "Fax Number" field marked No. 8 in the "Applicant Information" table shown above. You may enter more than one number with commas separating each number.

Example:

Fax Number

* Note: All names mentioned in the examples are for clarification purposes. No specific person / entity is intended.

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Fax Number: 5123456

16. Enter your postal address in the "Postal Address" field marked **No. 9** in the "Applicant Information" table shown above.

Example:

Postal Address

Postal Address: P.O. Box 123, Amman-11195, Jordan

17. Enter your e-mail address in the "e-mail address" field marked **No. 10** in the "Applicant Information" table shown above.

Example:

e-mail address

e-Mail address: example@hotmail.com