

REQUEST TO ACCESS PUBLIC INFORMATION LAW N° 20.285
Universidad de La Serena



INSTRUCTIONS:

(*) Mandatory Information

INSTITUTION AT WHICH IT SENDS YOUR REQUEST (*)	
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IDENTIFICATION OF SOLICITANT (mandatory information, article 12 Law N° 20.285)	
Name (*):	
Surname (*):	
Corporate Name (when appropriate):	
Address (*):	
E - Mail: <i>Optional, complete only if you choose to be notified by email of the proceedings, access to public information</i>	
City / Region: <i>Optional, complete only if you choose to be notified by mail of the proceedings, access to public information</i>	
Telephone: <i>Optional</i>	

IDENTIFICATION OF REPRESENTATIVE (WHEN APPROPRIATE)

Public institutions require that the representation of the applicant attesting only when access is granted under the special relationship between it and the information requested. In such cases, the power must be recorded in a public deed or private document signed before a notary. Case of legal persons, their representation will be credited according to the general rules, without prejudice to the special provisions governing certain entities.

Name:

Surname:

Address:

IDENTIFICATION OF THE REQUESTED INFORMATION (*)

Indicate subject, period of emission or period of validity, origin or destiny, support, etc.

Comments (Optional)

WAY OF DELIVERY OF REQUESTED INFORMATION (Optional)	
Mark an X	
Send by post: <input type="checkbox"/>	Enter address: (street, number, city, region)
EMAIL delivery <input type="checkbox"/>	Enter email:
Collect in Office Secretaría General ULS : Address: Av. Raúl Bitrán Nº1.305, La Serena	<input type="checkbox"/>

FORMAT OF REQUESTED INFORMATION (Optional)	
Mark an X	
Paper: <input type="checkbox"/>	
Digital: <input type="checkbox"/>	
Other (Specify: <input type="checkbox"/>	

Date	
SIGNATURE OF SOLICITANT OR REPRESENTATIVE (*)	
Stamp request receiving: (Exclusive use of the institution)	

Additional information on the administrative procedure of Request for Public Information:

The procedure to respond to your Request for Public Information consists of the following steps:

- i. Submission and receipt of the request for access to information: composed of income or filing access to information and its reception by the public institution.
- ii. Formal analysis of the request for access to information: formed by the institution proficiency check; review of the formal aspects of the request and eventual rectification; search for information; and, where appropriate, determination, notification and eventual opposition of third parties whose rights may be affected.
- iii. Resolution of the request for access to information: made by the substantive review of the request, the preparation and signing of the administrative act of response from the institution of the State Administration and notify the petitioner.
- iv. Compliance of the resolution: composed of the eventual recovery of the direct costs of reproduction and the effective delivery of information and certification thereof.

The deadline to respond to your request is **20 working days**. Exceptionally may be extended by another **10 working days**, if there are circumstances that make it difficult to collect the information requested, in which case the institution must inform the applicant, before the deadline, about the extension and its reasons.

The applicant has **15 working days** to go to the Consejo para la Transparencia, if the deadline no response or being wholly or partially denied the request.

It should be required to the applicant to prove this power of representation if the request containing information protected by business secrecy which is owned or where personal information is requested by the person represented backgrounds. In such cases, the power must be recorded in deed notarized or signed authorizing the representative to know that information private document.