

SECTION 23 POPIA REQUEST FORM

Request for Access to Personal Information

In terms of Section 23 of the Protection of Personal Information Act, 4 of 2013 ("POPIA")

1. Requester Details (Data Subject)

Full Name	
ID/Passport Number	
Contact Number	
Email Address	
Postal Address	

2. Proof of Identity

(Attach a certified copy of your identity document/passport to verify your identity.)

3. Nature of the Request

(Please tick the appropriate box and provide details where necessary)

- I request confirmation as to whether the organisation holds personal information about me.
- I request access to a record or description of the personal information held about me.
- I request information about the categories of third parties who have, or have had, access to my personal information.

4. Description of the Personal Information Requested

(Provide sufficient detail to enable the responsible party to locate the record/information.)



5. Preferred Method of Access

- Email
- Printed copy (collection/post)
- View in person (by appointment)
- Other (please specify): _____

6. Declaration

I declare that the information provided in this request is accurate and that I am entitled to request access to the personal information under section 23 of POPIA. I understand that the responsible party may request additional information to verify my identity and may charge a reasonable fee (if applicable) as prescribed.

Signature: _____

Date: _____

7. For Office Use Only

Date Received	
Reference Number	
Identity Verified	
Date Responded	
Outcome	