

## Freedom of Information (Scotland) Act 2002

### INFORMATION REQUEST

#### *Contact Details*

Full Name:	
Address:	
Postcode:	
Telephone (Home)	
Telephone (Work)	
E-mail:	

#### *Description of Information Requested*

Identify the information as clearly and specifically as possible. Please provide sufficient information which would be helpful in identifying and locating the requested records, such as document title etc.

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## ***Additional Information or Comments***

You should send your completed Information Request to:

The Information Manager  
Corporate Strategy & Governance  
Scottish Qualifications Authority  
The Optima Building  
58 Robertson Street  
Glasgow  
G2 8DQ

You should hear from SQA within 20 working days of receipt of this form.

If you have any questions, please contact SQA's Customer Contact Centre by telephone on 0845 279 1000, or email: [customer@sqa.org.uk](mailto:customer@sqa.org.uk)