



**UNIVERSITÀ
DI SIENA
1240**

The Rector
University of Siena

**REQUEST FORM FOR FORMAL ACCESS TO ADMINISTRATIVE DOCUMENTS
(Law 241/1990 & Presidential Decree no. 184/2006 as subsequently amended)**

I, the undersigned _____ born in _____
_____ on _____ Italian tax code (Codice Fiscale) _____ and
residing in (full address) _____
telephone _____ e-mail _____

REQUEST

Access to the following document/s in the possession of the University of Siena (specify title or provide details to identify the document/s):

via:

- ☐ viewing the document
☐ receipt of a copy
☐ other _____

for the following reasons (specify your interest in the document/s in question)

☐ Declare that I have been informed, pursuant to the provisions of Legislative Decree no. 196 of 30 June 2003, that any personal data will be processed, also using IT tools, exclusively in the context of the procedure for which this declaration is issued.

Date _____

Requesting party _____

Requesting party identified by _____

(This request can be sent by post to the URP [public relations office] – Università degli Studi di Siena, Rettorato, via Banchi di Sotto 55, 53100 Siena attaching a photocopy of your identity card/passport)