



# Commissioner for Ethical Standards in Public Life in Scotland

## HOW TO MAKE A FREEDOM OF INFORMATION (FOI) REQUEST OR AN ENVIRONMENTAL INFORMATION REQUEST (EIR)

### Preparing your request

Before making an information request please remember that we may have already published what you are looking for. You can use our [Publication Scheme](#) to see if the information is already available. You might also wish to use our website's search facility.

Information requests should be made in writing. When making a request, remember to include your contact details so we can send the information to you. Please add as much detail to the request as possible so we can see exactly what information you need. If we need further details we will contact you.

### Sending us your request

Please email your request to [foi@ethicalstandards.org.uk](mailto:foi@ethicalstandards.org.uk)

or post to:

**FOI Officer**  
**Commissioner for Ethical Standards in Public Life in Scotland**  
**Thistle House**  
**91 Haymarket Terrace**  
**Edinburgh**  
**EH12 5HE**  
Tel: 0300 011 0550

If you would like to contact us using British Sign Language please visit the [contactScotland-BSL](#) website. [contactScotland-BSL](#) offer a free interpreting service via PC, lap-top, tablet or smartphone.

### Fees

Depending on the work involved in compiling the information a fee may be charged. If that is the case, we will contact you before proceeding with further details and advice on how to proceed.

Please note: any charges due must be paid in advance of information being supplied.

### How the Commissioner handles information requests

Information on how we handle freedom of information and environmental information requests can be found in the following document: [How the Commissioner handles information requests](#)

**Commissioner for Ethical Standards in Public Life in Scotland**

Thistle House 91 Haymarket Terrace Edinburgh EH12 5HE

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