**Model letter for requesting access**

The Data Protection Officer

Ministry of Foreign Affairs

Palazzo Parisio,

Merchants’ Street,

Valletta, VLT 2000

Malta

 DD-MM-XXXX,

 Place

Dear Sir / Madam,

Pursuant to Article 38 of Regulation (EC) 767/2008 of the European Parliament and of the Council of 9 July 2008 concerning the Visa Information System and the exchange of data between Member States on short-stay visas[[1]](#footnote-1),

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and surname), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (nationality), born on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date of birth) at \_\_\_\_\_\_\_\_\_\_\_\_\_ (place of birth), domiciled at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full address), would like to request access to my personal data entered in the Visa Information System.

Please find enclosed:

1. Copy of a valid identity document under the national law of the Member State (passport/identity card/driving licence/other valid identity document);

2. Copy of the legal authorisation to represent the applicant;

3. Other.

The Applicant / The Legal Representative

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(Signature)

1. OJ L 218, 13.8.2008, p. 60. [↑](#footnote-ref-1)