Model letter for requesting access

To: Title and address of the competent authority

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],

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

(Signature)

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[1] OJ L 218, 13.8.2008, p. 60.

Model letter for requesting correction or deletion

To: Title and address of the competent authority

                                                    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[2],

I _____ (name and surname), _____ (nationality), born on _____ (date of birth) at _____ (place of birth), domiciled at _____ (full address), would like to request correction of factually inaccurate data relating to me or deletion of data relating to me which have been unlawfully stored in the Visa Information System. My personal data should be corrected/deleted because:

_____
_____
_____
_____

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

(Signature)

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[2] OJ L 218, 13.8.2008, p. 60.