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АГЕНЦИЈА ЗА ЗАШТИТА НА ПРАВИТО
НА СПОБОДЕН ПРИСТАП ДА
ИНСЕРИРАНИТЕ СЪД ЛАЖЕН ХАРИТЕР



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Right to Free Access to Public Information for Persons with Disabilities



Association for Promotion and
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INCLUSIVA

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Introduction

This manual aims to inform persons with disabilities about the right of the access to public information.



Free access to information of public character is a process in which persons with disabilities have equal human rights, like all other citizens.



The Law on Free Access to Public Information

arranges the conditions, the manner, and the procedure for the realisation of the right to free access to public information.



According to the provisions of this Law, the holders of information are obliged to enable access to public information through their websites.

Public information is information in any form that was created by



or is held by the information holders

according to their competencies.

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Holders of public information are state institutions, municipalities, public establishments

and services,

public

enterprises,

legal and physical

persons performing public works, as well as political parties in the area of their incomes and expenses.



Before requesting the information, you should check the holders' Internet pages to see which public information has already been published.

In this way, you will also find the contact data



from the official
which is responsible to
offer you
the necessary help.

You can get **the information** by having
an insight, photocopy, or transcript in
electronic form or in a way that suits
you best.

The insight into
the wanted
information is
free!



If the information
that you are
looking for is very extensive, you
may need to pay a fee in advance
for material costs.

To get
the information,
you need to
submit a



Request for free access to public

information to the holder. **The request** is submitted in writing, orally or electronically.

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You should submit **the written request** through a predetermined form, on plain paper or electronically.



You should complete the request in Macedonian with Cyrillic script. If your official language is different from Macedonian, you can complete it in the official language and the script you use.

In the Request, you should specify the requested public information, the name of the institution you are requesting the information from, your name and surname, what information you are requesting, and how you would like to receive it. If necessary,

you should also provide the data of the agent or the authorised person.



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You submit the completed request in person, by mail or electronically. Nobody Has the right to requires a rationale for the reasons why you are looking for the information.



You should get the answer **immediately** or, **at the latest, within 20 days from the day of receipt of the request.**

In the case of an oral request, you should receive the information immediately, **but not later than 5 days.**

In an exceptional case, when you are looking for a more extensive information or

You have been allowed partial access to it, the response deadline

can be prolonged for **up to 30 days** at the most.



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The information is delivered to you in the way and in the form that you have specified in the request.

If you are looking for an insight into the information, you should be provided with a room and enough time for the inspection.



Remember that copying, recording, taking photos or taking the given

information in any other way is forbidden.

The holder can provide the information you are looking for entirely, partially, or forward the request to another holder of information, with a Decision.



On the other hand, the information holder can also deny access to the information which you are looking for, with a Decision.



If you do not receive an answer to your request within the legally prescribed period, or you are not satisfied with the received answer, you have the right to submit an **appeal**.

In the appeal, you must include the name of the information holder who denied your request for access to public information or did not provide a Decision on your appeal, in addition to your explanation for not being satisfied with the response they provided.



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You must submit the self-signed appeal in writing **to the Agency for Protection of the Right to Free Access to Public Information.**



You can submit the appeal within 15 days from the receipt of the Decision or after the end of the twentieth day if the information holder has made no Decision after receiving the request to access the public information.

Request access to public information from the institutions at the central and local levels!

YOU HAVE THE RIGHT TO KNOW!

If you need support in exercising the right to free access to public information, you can contact:

Association for Promotion and Development of an Inclusive Society INCLUSIVA



Email: inkluziva@gmail.com



Website: <http://inkluziva.mk>



Phone: 076/279662, 076/279663

[https://www.facebook.com/Inkl you feel](https://www.facebook.com/Inkl%20you%20feel)

Agency for the Protection of the Right to Free Access to Public Information

Goce Delchev Blv. 18, 1000 Skopje
(MRTV building - 14th floor)



Telephone:

+389 2 3118 038;

+389 2 3127 453

Fax: +389 2 3114 695



E-mail: aspi@aspi.mk



You can find the request form,
appeal and other information on
Agency for the Protection of the
Right to Free Access to Public
Information's website:



www.aspi.mk



The list of holders of information from municipalities and centres for the development of planning regions:

<https://aspi.mk/imateli/3/>



You can also submit an appeal through the following e-mail address:

zalbi@aspi.mk



The Agency's Archive is open from 9:00 to 14:00, Monday through Friday.