



GOVERNMENT OF JAMAICA

TRANSFERS OF APPLICATIONS

PROCEDURE FOR THE TRANSFER OF APPLICATIONS

Step 1

- (a). The Responsible Officer receives the application and goes through the Steps outlined at **“Receipt and Clarification of Request” at p.21**;
- (b). The Steps outlined at **“Procedure for Determination of the Status of Document(s) Requested” at p.29** should also be observed.

Step 2

Where the information requested appears to be within the portfolio of another Public Authority, the Responsible Officer must confirm with personnel at that other entity that the information does in fact, or is very likely to reside there and arrangements made with that other Public Authority for the application to be transferred.

**S. 7 (4), S. 8 -
Transfer of
Requests**

Any such transfer must be executed within 14 days of receipt of the application.

Step 3

Where applications involve different records held by more than one Public Authority, a Public Authority may transfer part of the request to the Public Authority that has a greater interest in that part of the request;

Step 4

The public body having the greater interest in a record should process the request. This will best serve the applicant's information needs by ensuring that the personnel most familiar with the information processes the request;

A public body should be regarded as having a greater interest in a record **if the contents of the record are more closely related to its mandate and functions**;

Step 5

Where an application is to be transferred, it should be copied and the original sent to the other Public Authority **within 14 days of its receipt**. A notation of the Transfer should be made on the retained copy or relevant internal processing form, which is then filed appropriately;

Step 6

Inform the Applicant of the Transfer on the relevant Response Form Letter. All details on the receiving Public Authority and the relevant ATI Responsible Officer there must be provided to the Applicant.

(Please see Response Form Letter A at Appendix I)

**See ATI
ROAD MAP for
location and
contact
information of
Public Authorities**

Please Note:

The Public Authority which originally received the application should monitor its progress at the receiving Public Authority.

Regulation 4(o)

The receiving Public Authority should treat a transferred request as a matter of priority.

Regulation 13

An Application may not be transferred more than 3 times.