

## [Help on completing a Report Request Form](#)

### Personal Details

**\* Name of Requestor:**

Enter your name

**\* Business/Company Name:**

Please enter your Business/Company Name, if none you may leave this section blank. Weather reports required for Legal Disputes are normally requested by a Solicitor. Requests for Weather Reports from Private Individuals require prepayment after submitting a request for a quote by ticking the relevant box below on this form.

**\*Address:**

Enter Townland /Street Name, Town, City (if applicable). If requesting a report from another country, enter "Other" in the County text box and enter full address in the Address Box.

**\*County:**

If requesting a report from another country, enter "Other" in the County text box and enter full address in the Address Box.

**\*Your Case Reference Number:**

Please supply a case reference number if possible. Weather reports required for Legal Disputes are normally requested by a Solicitor. Requests for Weather Reports from Private Individuals require prepayment after submitting a request for a quote by ticking the relevant box below on this form.

**\*Eircode:**

A unique Eircode is assigned to each residential and business address in the Republic of Ireland. An Eircode is a 7 character alpha-numeric code made up of two parts e.g. A65 F4E2. Letter "O" is not used. If requesting a report from another country, type NA and ensure you enter your full address in the Address Box.

**\*VAT Number:**

Valid Irish VAT numbers must have 7 digits and one letter, or 6 digits and 2 letters. Includes 1 or 2 letters either LAST or SECOND and LAST e.g. IE1234567X or IE1X34567X.

## Report Information

### \*Report – Start Date and Time:

Enter the time and date of the incident e.g. 2pm on 3<sup>rd</sup> August 2018. If you require a longer period, enter the Start Date and Time here and an End Date and Time in the next menu box. A standard daily charge applies, if the required period exceeds 24 hours an additional charge of 50% of the daily rate applies for each subsequent day. Please keep request periods to a minimum. Do you really need to know what the weather was the day(s) before an incident when the conditions for the time(s) requested are detailed in the report?

### \*Report – End Date and Time:

Enter the End Date and Time for the period you require. You may leave this section blank if you only require the report for a particular time of day.

### \*Latitude:

Insert approximate latitude value for the location of the incident in decimal degrees North, between 51.0° N and 56.0° N. Click on the [Finder link](#) to Google Maps to get co-ordinates. Search location. Right-click the place or area on the map. Select 'What's here?' At the bottom you will see a card with the coordinates.

### \*Longitude:

Insert approximate longitude value for the location of the incident in negative decimal degrees West, between -11 ° W and -5° W. Click on the [Finder link](#) to Google Maps to get co-ordinates. Search location. Right-click the place or area on the map. Select 'What's here?' At the bottom you will see a card with the coordinates. Insert approximate longitude value for the location of the incident in negative decimal degrees West, between -11 ° W and -5° W. Click on the to get co-ordinates.

### \*Location of Incident:

Enter the name of the location of the incident – Townland / Street Name, Town, City (if applicable) and County. Reports are not compiled for locations outside the Republic of Ireland.

## Please Select Weather type(s).

If weather type not listed, select 'Other' and detail weather type in Other Relevant Information box below.

## Further Information

### Required Urgently?

Urgent reports are usually provided within three working days, a 50% surcharge applies. Copies of urgent reports are sent by email and the originals by post within this timeframe.

### Other relevant information:

Enter a description of any other relevant information that you have not listed previously e.g. slip and fall due to ice, car accident due to poor visibility. You may leave this section blank if you choose not to provide information. Please do not enter any personal information here.

\*Required fields.