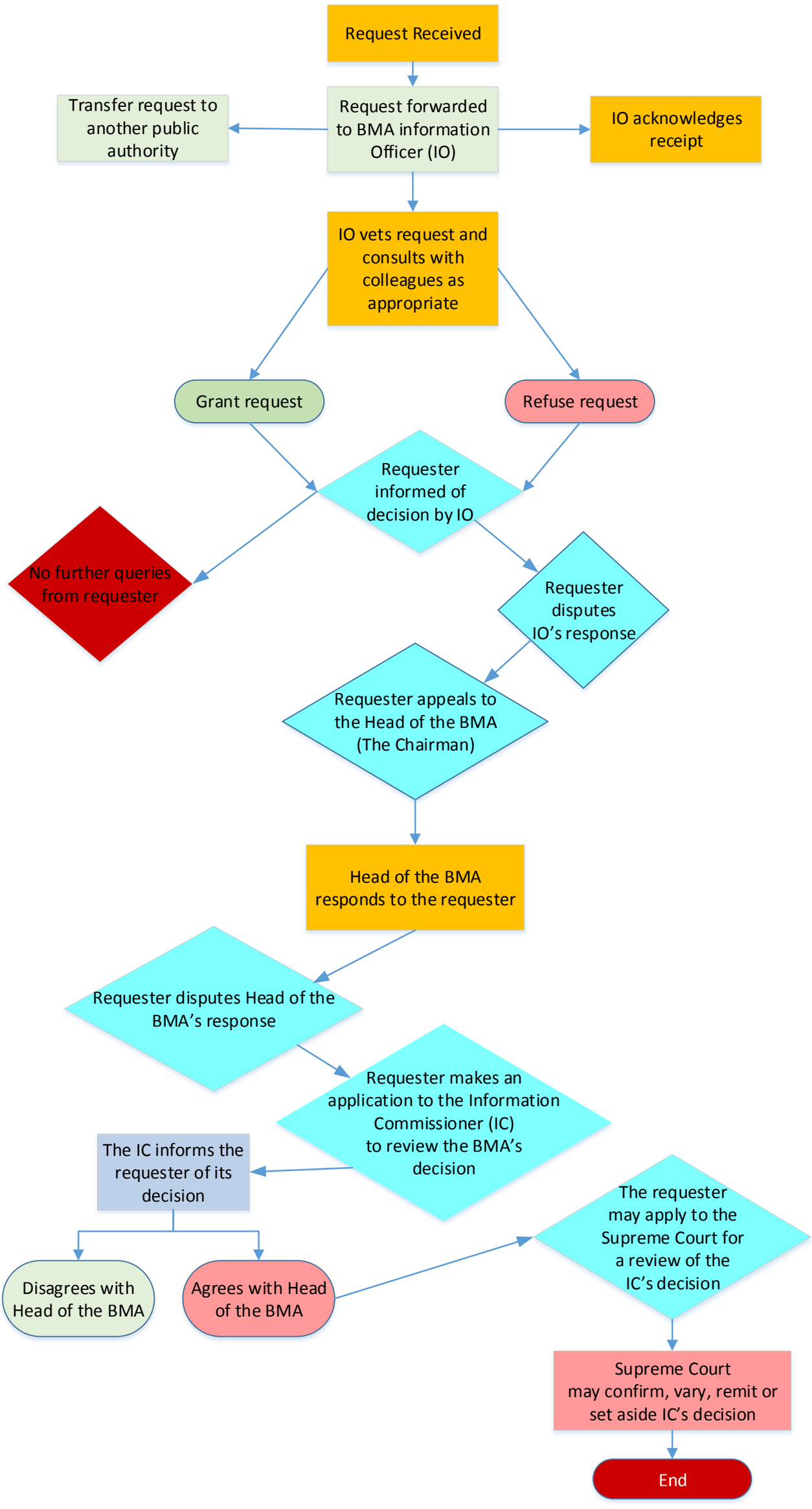BMA PUBLIC INFORMATION REQUEST PROCESS - PATI