

Instructions for requesting an administrative review

If you are dissatisfied with the decision, you may request a review of it from the authority that made the decision.

An administrative review may be requested by the person to whom the decision is addressed or whose right, obligation, or interest is directly affected by the decision.

Submitting a request for an administrative review and time limit

A request for an administrative review shall be submitted in writing within 30 days from the receipt of the decision.

When calculating the time limit for a request for an administrative review, the date of receipt is not included. If the last day of the deadline is a holiday, Saturday, Independence Day, May Day, Christmas Eve or Midsummer Eve, the time limit continues until the next weekday.

Methods of service and time of receipt

Ordinary electronic service

The document is considered served on the third day after the electronic message was sent, unless otherwise shown.

Verifiable electronic service

The document is considered served when it has been retrieved from a server, database, or other file designated by the authority.

Ordinary service

Delivered by post to the recipient. The service is considered effected on the seventh day after the letter was sent, unless otherwise shown.

Verifiable service

Delivered against a receipt or service certificate, or as a summons service. The time of service is shown on the receipt or other written evidence.

Substitute service

The service is considered effected on the third day after the date indicated on the service or receipt certificate.

Public notice

The document is delivered so that it is available for the recipient to view for a specified period. Service is considered effected on the seventh day after the date of publication.

Submission of a request for an administrative review

A request for an administrative review must be submitted to the authority that made the decision within the time limit for filing such a request. If a request for an administrative review has not been submitted within the time limit, the request will be ruled inadmissible.

You can submit the request by post, electronically, in person, or through a representative. The sender is always responsible for the submission.

The request for an administrative review must be submitted by 16:15 on the last day of the time limit if it is submitted by means other than electronically. An electronic request for an administrative review is considered to have arrived within the time limit when it arrives during the last day of the time limit.

Content of a request for an administrative review

The request for an administrative review must state:

- The name, contact information and municipality of residence of the person making the request.
- Electronic or any other possible address to which notifications regarding the matter may be sent.
- The decision subject to a request for an administrative review.
- Which parts of the decision are subject to change and what changes are requested.
- Grounds for the requests.

If the right to act on behalf of the appellant is exercised by their legal representative or agent, their contact details must also be provided.

Attachments for an administrative review

The request for an administrative review must include:

- The decision for which administrative review is requested.
- Evidence indicating the time of receipt of the decision, or some other evidence of the time of commencement of the time limit for filing a request.
- The documents on which the appellant will rely in support of the claims, unless these documents have already been submitted to the authority.

If an attorney is acting on behalf of the appellant, a power of attorney must be attached in the administrative review. However, no power of attorney is required if the representative is an attorney-at-law, a public legal aid attorney or a licensed legal counsel.

Applicable legislation and additional information

- Administrative Procedure Act 434/2003 at finlex.fi/en/legislation/translations/2003/eng/434.
- Act on Electronic Services and Communication in the Public Sector 13/2003 at finlex.fi/en/legislation/translations/2003/eng/13.
- Licenced Legal Counsel Act 715/2011 at finlex.fi/en/legislation/translations/2011/eng/715.

Contact details

You can submit a request for an administrative review by post or as an attachment to the general service form.

The contact details of the authority that made the decision for a request for administrative review can be found in the decision.

The service forms can be found at elinvoimakeskus.fi/yhteystiedot.