



Request Form

under the Municipal Freedom of Information and Protection of Privacy Act
Please Note: a \$5.00 application fee is required for all requests.

Request for: Access to General Records Access to Own Personal Information Correction to Own Personal Information	Name of Institution Request made to:
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If request is for access to, or correction of, own personal information records:
 Last name appearing on records: same as below, or

Mr.	Mrs.	Ms.	Miss	
First Name: _____		Address: _____		
Last Name: _____		_____		
Middle Name: _____		City/Town: _____		
Phone (H): _____		Province: _____		
Phone (C): _____		Postal Code: _____		
Email: _____				

Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person information, if known.)

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature: _____	Date: _____
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For Institution Use Only:		
Date Received: _____	Request Number: _____	Comments: _____

Personal Information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at the institution where the request is made.