

Request Form

under the Freedom of Information and Protection of Privacy Act/ Municipal Freedom of Information and Protection of Privacy Act

Please Note: A \$5.00 application fee is required for all requests.

Poguest for			Name of Institution request made to:	
Request for: Access to General Records			Maine of institution request mat	de to.
Access to Own Personal In				
☐ Correction to Own Personal Information				
correction to own reasons	ar irrioririacion			
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 Oth	ner	Last Name:	
First Name:			Middle Name:	
Address: (Street/Apt. No./P.O. Box/R.R. No.)			City/Town:	
Province:			Postal Code:	
Telephone Number (Day):			Telephone Number (Evening):	
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 Examine Original Signatu			re:	Date:
access to records: Receive Copy		.65. 531		
For Institution Use Only				
Date Received: Request Number: Comments:				
Date Received.	Request Num	DCI.	Confinents.	

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/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.