Request Form

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

Request for:	**Name of Institution request made to:**
☐ Access to General Records ☐ Access to Own Personal Information ☐ Correction to Own Personal Information	

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	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.)

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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: ☐ Examine Original ☐ Receive Copy	Signature:	Date:

For Institution Use Only		
Date Received:	Request Number:	Comments

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.