Request for Access to Information

Under the *Freedom of Information and Protection of Privacy Act*

Type of request	**$5.00 application fee paid by**
☐Access to own personal information ☐Access to other's personal information by authorized party ☐Access to general records (non-personal information)	☐Cheque ☐Cash

Information about the requestor		
Full name (first, middle, and last)		
Street address (or postal box number)		Daytime phone number
City and province	Postal code	Evening phone number

Description of records or personal information being requested (please be as specific as possible)

Signature		**Date**	

The personal information contained on this form is collected pursuant to the *Freedom of Information and Protection of Privacy Act,* 1990 and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Privacy Officer by calling 705-806-0390, ext. 677 / 681.

To be completed by the Privacy Officer	
Date request received (yyyy/mm/dd)	Request number