



Form E

**Access/Correction Request
Municipal Freedom of Information and Protection of Privacy Act**

Request for: Access to General Records Access to Own Personal Information Correction of 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 _____

Details:

| | | | | |
|-----------|------------|-------------|--|----------------------------|
| Last Name | First Name | Middle Name | <input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/> Miss | Date of Birth (YYYY-MM-DD) |
|-----------|------------|-------------|--|----------------------------|

| | | |
|-----------------------------|-------------|------|
| Address Unit # - Street No. | Street Name | City |
|-----------------------------|-------------|------|

| | | |
|-------------|------------------------------|-----------|
| Postal Code | Telephone Number(s) Day - | Evening - |
|-------------|------------------------------|-----------|

- TO BE MAILED OUT
- TO BE PICKED UP

SIGNATURE: _____

DATE OF REQUEST: _____
(YYYY-MM-DD)

Detailed description of requested records, personal information records 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 information, if known. 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.

FOR POLICE USE ONLY

| | | |
|-------------------------|------------|-----------------------------------|
| IDENTIFICATION PRODUCED | (1) _____ | DATE OF BIRTH (YYYY-MM-DD): _____ |
| | (2) _____ | |
| | PAYMENT \$ | INITIALS AND BADGE NO: |

| Date Received (YYYY-MM-DD) | 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 INFORMATION AND PRIVACY UNIT.