

Part II
Form A
[Section 5]



Access to Information Request Form

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
Form A
[Section 5]

Personal information and personal health information on this form is collected under The Freedom of Information and Protection of Privacy Act and The Health Information Protection Act and will be used or disclosed only as necessary to respond to your request.

INFORMATION ABOUT YOU

Last Name First Name
Name of Company or Organization (if applicable - optional)
Address City Province Postal Code
Day Phone Number Alternate Number Fax Number Email

INFORMATION ABOUT THE RECORDS YOU ARE REQUESTING

- Are you requesting:
[] your own personal information.
[] personal information about someone other than yourself (attach proof that you have authority to receive the information requested).
[] general information.

To which government institution are you making your request? Enter the name of the government institution that you believe has the records you are requesting.

[Text input field for government institution name]

What records do you wish to access? Please provide a detailed description of the records you wish to access. This information will help locate the records.

[Text input field for record description]

What is the time period for the records you are requesting (if applicable)?

[Text input field for time period]

FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY

F-22.01 REG 1

The person managing your request may contact you to seek clarification or to discuss aspects of the request, including the application of fees if necessary. Should fees be necessary, you may request a fee waiver but you may be required to provide evidence of substantial financial hardship among other factors (see section 9 of the regulations).

Please keep a copy of this request for your records.

Check if requesting waiver of processing fee:

I request that payment of the processing fee related to this request be waived because payment will cause me substantial financial hardship. Details are as follows: *(Use reverse of form if additional space is required.)*

Signature of Applicant

FOR OFFICE USE ONLY

Date Received

Application Number

30-Day Response Date