

# Access/Correction Request

## Municipal Freedom of Information and Protection of Privacy

To submit your request, please see instructions on page 2 before filling out this form. Each request must be accompanied with the \$5.00 application fee.

### A. Type of Request

Access to General Records (non-personal information)

Access to Own Personal Information

Access to other's personal information by authorized party

Correction to Own Personal Information

B. Requester Information (To be completed by requester)		
Last Name: First Name: Middle:		Mr. Ms.
Address: (Unit/Apt, Number, Street, P.O Box, R.R. No.) City or Town, Province. Country		
Postal Code:	Telephone Number:	E-mail address:
C. Description of Records or Correction Requested		
<b>Time Period of the Records:</b>		<b>Method of access:</b>
From: (mm/dd/yyyy)	To: (mm/dd/yyyy)	Examine Original or Receive Copy
D. Payment and Signature		
<b>\$5.00 application fee</b> Cheque, payable to Town of Oakville Debit, AMEX, MasterCard, Visa	Signature of applicant:	Date of Request:
E. Institution Use Only		
Date Received:	Date Due:	Request Number:

Personal Information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and will be used for the purpose of responding to your request. Questions about this collection should be directed to: **Manager, Records and Information Services, 1225 Trafalgar Road, Oakville, Ontario L6H 0H3 or (905) 815-6053.**

# Instructions for Completing Access or Correction Request

## Informal Access to Records held by the Town of Oakville.

Many records are available to you without making a request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Contact the department that holds the records and staff will determine whether you need to make a formal request using this form.

### A. Type of Request.

Check the box that indicates what you are requesting. (Records that do not contain personal information are general records.) The Town of Oakville is required to verify your identity before giving you access to your own personal information.

If you are requesting another person's information records, you must provide proof that you have that authority to act for them (e.g., power of attorney, guardian or trusteeship order).

### B. Requestor's Information.

Please ensure you have entered the information accurately.

### C. Description of Records or Correction Requested.

Provide as much detail as possible about the requested general records, owner personal information, other's personal information or correction of own personal information. Use a separate sheet of paper if you need more space and attach it to this form.

If you are requesting personal information records, provide the name that currently appears on them.

If you are requesting information on multiple properties, then a separate request and fee are required for each address.

Specify the time period for the records as precisely as possible, e.g., from 07/21/2008 to 12/31/2009.

If you are requesting a correction of your own personal information records, describe the correction you want and provide any support documents. If possible, provide copies of the information to be corrected and the information you wish to have it replaced with.

### D. Payment and Signature.

Sign and date the application and forward with the \$5 application fee to Freedom of Information Officer, Town of Oakville 1225 Trafalgar Road, Oakville, ON, L6H 0H3

Payments made by debit or credit must be made in person. Make cheques payable to the Town of Oakville.

The following fees may be charged in response to the request for information.

- Application Fee, \$5.00
- Search Time, \$7.50 for each 15 minutes required to search and retrieve
- Records preparation, \$7.50 for each 15 minutes required to prepare records for release
- Photocopying, \$0.20 per page / \$1.50 large page
- Computer programming, \$15 for each 15 minutes needed to develop a program to retrieve information
- CD's, \$10.00 for each CD

For further information, visit [www.oakville.ca](http://www.oakville.ca) or email [townclerk@oakville.ca](mailto:townclerk@oakville.ca)