

REQUEST FOR ACCESS TO INFORMATION

Personal information on this form is collected under Alberta's *Freedom of Information and Protection of Privacy Act* and will be used to respond to your request. Instructions for completing the form are on the back.

ABOUT YOU

Last Name:		First Name:	
Name of company or organization (if applicable)			
Mailing address			
City or town	Province	Postal Code	
Telephone (home)	Telephone (work)	Fax	

YOUR REQUEST

This is a request for: *(please check one)*

General Information
 My Personal Information
 Personal information for another person (attach proof of authority to act for the person)

THE INFORMATION

Do you want to:

Receive a copy of the record
 OR
 Examine the record

Please describe the information or records which you want to access in as much detail as you can. If you want access to personal information, be sure to provide all of the person's previous names. If you need more space, please attach a separate sheet of paper.

Applicant's signature _____ Date _____

FOR FOIP OFFICE USE ONLY

Date received	Request number
Comments	

HOW TO COMPLETE THE FORM

You can access many municipal records without making a request under the *FOIP Act*. To determine whether you need to make a request under the *Act* or if you need help completing this form, contact the FOIP Coordinator of the City of Airdrie.

About You

Enter your last name and first name. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your daytime and evening phone numbers. The public body may need to contact you if they have any questions about your request. If you have a fax number or E-mail address where correspondence can be sent, enter them in the spaces provided.

Your Request

If you need help to find out what records the municipality has, please consult the *Airdrie Directory of Records*.

1. What kind of information are you requesting? Indicate whether you are requesting general or personal information.

General Information: If you are making a request for general information, there will be an initial fee of \$25. You will be provided with an estimate of how much your request will cost before processing begins. If the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit. The records are provided when the fee is paid in full.

Personal Information: If you are requesting records containing your personal information, you will have to provide proof of your identity before the records are released to you. If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee or that you have the power of attorney for that person. There is no fee for accessing personal information unless the cost of producing copies is more than \$10. In these cases, you will be notified of the fee.

If you are making a continuing request (the same request processed repeatedly at pre-determined time intervals over a period of up to 2 years), you should contact the FOIP Coordinator of the appropriate public body. The initial fee is \$50 and you must pay any additional costs as the information becomes available.

2. Do you want to receive a copy of the record or examine the record? Check the appropriate box.

The Information

1. What information are you requesting? Please be as specific as possible in describing the records. The more specific your request, the quicker and more accurately it can be answered. If you need more space, please continue your description on a separate sheet of paper and attach it to this request form.

If you are requesting your own personal information, please be sure that you give:

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number, case number or other identification number.

If you are requesting another person's information, please give:

- the person's full name;
- any other name that person may have used on the records; and
- any identifying numbers for the person if you know them.

If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person.

2. Enter the time period of the requested records. For example, if you are requesting records for the period of January 1, 1993 to August 31, 1994, enter those dates in the space provided. If you want records from August, 1996 to present, enter "August, 1996 to present".

Your Signature

Sign and date the form and send it to the FOIP Coordinator of the City of Airdrie. If you are not sure of where to send this form, please consult *Airdrie Directory of Records*.