

Request for Access to Records



You may make a request for access to records without using this form, provided you do so in writing. Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* (the "Act") and will be used only for the purpose of responding to your request. There may be a cost associated with this request.

File No. 0120-20

CONTACT INFORMATION			
Business Name (if applicable)			
Last Name	First Name	Middle Name	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
Street, Apt.#, PO Box, RR No.	City/Town	Prov./Terr.	Postal Code
Day Phone ()	Email Address	Day Fax No. ()	
DETAILS OF REQUESTED INFORMATION			
<p><i>The Freedom of Information and Protection of Privacy Act</i> can only be used to request copies of recorded information, not pose questions to be responded to. Please phrase your request accordingly. Include the date or time frame for the records, if applicable, and be as specific as possible. This will assist us in responding to your request. Attach additional information, if necessary.</p>		Please specify any Ref # or File #, if known.	
<p>Are you requesting access to another person's personal information? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, please attach, as appropriate: a) That person's signed consent for disclosure, or b) Proof of authority to act on that person's behalf</p>			
NOTE: In accordance with the Act, fees may be charged to process this request.	Your Signature	Date signed: YY/MM/DD / /	
FOR MUNICIPAL OFFICE USE ONLY			
Request No.	Request Category: <input type="checkbox"/> ACCESS TO GENERAL INFORMATION <input type="checkbox"/> ACCESS TO PERSONAL INFORMATION		
Date Received	Date Response Due	FOI Head/Coordinator Signature	

Please forward this form to: **Alyssa Meiner, Deputy Director of Corporate Services**
Municipality of North Cowichan
7030 Trans Canada Highway, Box 278, DUNCAN, BC V9L 3X4
Email: alyssa.meiner@northcowichan.ca