

# Request for Access to Records

Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of responding to this request for access to records. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1.

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.
Street, Apt. #, PO Box, RR No.	City/Town	Prov./Terr.	Postal Code
Daytime 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 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: _____
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			
NOTE: In accordance with the <i>Act</i> , fees may be charged to process this request.	Your Signature:		Date Signed:
FOR MUNICIPAL OFFICE USE ONLY			
Request No.	Request Category: <input type="checkbox"/> ACCESS TO GENERAL INFORMATION <input type="checkbox"/> ACCESS TO PERSONAL INFORMATION		
Dated Received:	Date Response Due:	FOI Head/Coordinator Signature:	

Please forward this form to:

**Alyssa Meiner, Deputy Director of Corporate Services**  
 Email: [alyssa.meiner@northcowichan.ca](mailto:alyssa.meiner@northcowichan.ca)