



419 Notre Dame  
 Belle River ON  
 NOR 1A0

# Corporate Services Town of Lakeshore Corporate Services

1-877-249-3367  
 (519) 728-2700  
 Fax: (519) 728-9530

## REQUEST FORM

419 Notre Dame

1-877-249-3367

<b>Request for:</b> <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	<b>Name of Institution request made to:</b>  
---	---

If request is for **access to**, or **correction of**, own personal information records:

Last name appearing on records:  same as below, or:

\_\_\_\_\_

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Last Name:
First Name:	Middle Name:
Address: (Street/Apt.#/PO Box/RR#)	City/Town:
Province:	Postal Code:
Telephone Number (Day): ( ) _____	Telephone Number (Evening): ( ) _____

Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the personal information, if known.)

  
  
  
  
  
  
  
  
  
  

**Note:** If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

<b>Preferred method of access to records:</b>	<input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature: _____	Date: _____
---	--	------------------	-------------

**For Institution Use Only**

Date Received:	Request#	Comments:

Personal information contained on this form is collected pursuant to the **Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act** and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at the institution where the request is made.

**\$5.00 Fee applicable as per clause 17 (1)(C) or 37 (1)(C) of the Municipal Freedom of Information and Protection of Privacy Act. See Reverse for other applicable fees.**

1. The following are the fees that shall be charged for the purposes of subsection 45 (1) of the Act for access to a record:
  - a) For photocopies and computer printouts, 20 cents per page.
  - b) For records provided on CD-ROMs, \$10 for each CD-ROM
  - c) For manually searching a record, \$7.50 for each 15 minutes spent by any person.
  - d) For preparing a record for disclosure, including severing a part of the record, \$7.50 for each 15 minutes spent by any person.
  - e) For developing a computer program or other method of producing a record from machine readable record, \$15.00 for each 15 minutes spent by any person.
  - f) The costs, including computer costs, that the institution incurs in locating, retrieving, processing and copying the record if those costs are specified in an invoice that the institution has received. O. Reg. 22/96, s. 2; O. Reg. 93/07, s. 1.
  
2. The following are the fees that shall be charged for the purposes of subsection 45 (1) of the Act for access to personal information about the individual making the request for access:
  - a) For photocopies and computer printouts, 20 cents per page.
  - b) For records provided on CD-ROMs, \$10 for each CD-ROM.
  - c) For developing a computer program or other method of producing the personal information requested from machine readable record, \$15.00 for each 15 minutes spent by any person.
  - d) The costs, including computer costs that the institution incurs in locating, retrieving, processing and copying the personal information requested if those costs are specified in an invoice that the institution has received. O. Reg. 22/96, s. 2; O. Reg 93/07, s. 2.
  
3. If a head gives a person an estimate of an amount payable under the Act and the estimate is \$100.00 or more, the head may require the person to pay a deposit equal to 50% of the estimate before the head takes any further steps to respond to the request. O. Reg. 22/96, s. 3.
  
4. A head shall refund any amount paid under subsection (1) that is subsequently waived. R.R.O. 1990, Reg. 823, s. 7 (2).