ACCESS / CORRECTION REQUEST UNDER THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. *(M.F.I.P.P.A.)*

Access to General Records
Access to own Personal Information
Correction of own Personal Information

SURNAME	GIVEN NAMES

IF REQUEST IS FOR ACCESS TO, OR CORRECTION OF, OWN PERSONAL INFORMATION RECORDS:

LAST NAME APPEARING ON RECORDS **SAME AS ABOVE OR →**

DATE OF BIRTH (YY/MM/DD)	SEX	PHONE HOME	PHONE WORK

NUMBER	STREET	APT/UNIT	MUNICIPALITY	PROVINCE	POSTAL CODE

Detailed description of requested records, 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 data , if known). *Attach separate sheets as required*

Where the record you request included the personal information of another person, and where it appears that the release of the information may be an justified invasion of that individual's privacy, the institution must notify that person. This process allows the person(s) an opportunity to respond to express any concerns which he / she may have regarding the release of their information to you the requester**.**

Do you consent to the release of your name as REQUESTER to any person who is affected by your request?.

YES **NO**

Note: If you rare 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.

Examine Original **Receive Copy**

_____ _____

Signature Date (YY/MM/DD)

POLICE USE ONLY

FOIA request #_____ COMMENTS_____

Receive date (YY/MM/DD)_____

Personal information on this form is collected under the authority of the M.F.I.P.P.A. R.S.O 1990 and will be used to disclose personal information only to the person or agency so designated by the written consent of the applicant. Questions should be directed to the to the attention of the attention of the Chief of Police at the address and phone numbers listed below.