



# Request to Access 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. See instructions for completing this form.

## About you

Title (optional)	Last Name	First Name		
Name of Company or Organization (if applicable)				
Mailing Address	Street	City/Town/Village	Province	Postal Code
Telephone Number (daytime) ( )	Telephone Number (evening) ( )	Fax Number ( )		
E-mail Address				

## About your request

### 1. What kind of information do you want to access?

- General information (An initial fee of \$25 is required – see instructions for explanation of fees.)
- Your own personal information (No initial fee is required for personal information.)

### 2. To which public body are you making your request? (Please fill in the name of the organization.)

### 3. Do you want to: receive a copy of the record? OR examine the record?

## About the information you want to access

### 1. What records do you want to access? Please give as much detail as possible. (If you want access to your own personal information, be sure to give all your previous names. For another person's information, you must attach proof that you can legally act for that person. If you need more space, please attach a separate sheet of paper.)

### 2. What is the time period of the records? Please give specific dates. (See instructions for details.)

## Your signature

Signature	Date
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### FOR OFFICE USE ONLY

Date Received	Request Number

# Request to Access Information

## Instructions

You can access many public body records without making a request under the *Freedom of Information and Protection of Privacy Act (FOIP Act)*. To determine whether you need to make a request under the *Act* or if you need help completing the form, contact the FOIP Coordinator of the organization to which you are making the request.

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### About you

In this part of the form enter:

- your last name, first name and preferred title, if any;
- the name of the company or organization you are representing, if applicable;
- your complete mailing address and daytime and evening telephone numbers so that the public body can contact you about the request;
- a fax number or e-mail address, if any, where correspondence may be sent.

### About your request

If you need help to find out what records an organization has, contact their FOIP Coordinator.

1. What kind of information are you requesting? Check **general** or **personal** information.

#### General information

- There is an initial fee of \$25.00.
- The public body provides you with an estimated 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

- You must provide proof of your identity before records containing your personal information are released to you.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. Guardianship or trusteeship order, power of attorney).
- There is no initial fee for accessing your own personal information.
- If the cost of photocopying is more than \$10, you will be notified of the fee.

2. Enter the name of the public body that you believe has the records that you are requesting.
3. Check the appropriate box indicating whether you want to receive a copy of the record *or* examine the record.

### Continuing request

- A continuing request means that the same request is processed repeatedly at pre-determined time intervals over a period of up to 2 years.
- Contact the foip coordinator of the public body if you are making a continuing request.
- The initial fee is \$50.00
- You must pay any additional costs as the information becomes available.

### About the information you want to access

1. What information are you requesting?
  - Be as specific as possible in describing the records.
  - If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

If you are requesting your own personal information, 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, 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 authority to act for that person.

2. Enter the time period of the requested records. (e.g. if you want records for the period January 1, 1998 to August 31, 2000, enter those dates. If you want records from August 1997 to present, enter "August 1997 to present.")

### Your signature

Sign and date the form and send it to the FOIP Coordinator of the appropriate organization. If you are not sure where to send the form, contact the FOIP Coordinator of the organization that has the records you wish to access or visit the website at [www3.gov.ab.ca/foip](http://www3.gov.ab.ca/foip).