



Freedom of Information Request Form

Under the Freedom of Information and Protection of Privacy Act / Municipal Freedom of Information and Protection of Privacy Act

Please note: a non-refundable \$5.00 application fee is required for all requests

This form will be made available in alternative formats upon request

Request For: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Name of Institution request made to: Town of Ingersoll Freedom of Information and Privacy Coordinator 130 Oxford St. 2 nd Floor Ingersoll, ON N5C 2V5
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If request is for access to, correction of, own personal information records:					
Last name appearing on records: <input type="checkbox"/> 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: _____			
Street #: _____		Apt. # RR, or Box #: _____			
Street Name: _____		City/Town: _____			
Province: _____		Postal Code: _____			
Telephone #: _____		Email address: _____			
<u>Please provide below a detailed description of requested records, personal information or personal information to be corrected.</u> (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) The legislation allows a 30 day period to respond.					

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

For Internal 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 Clerk of the Town of Ingersoll.