



## Application for Access / Correction to Records

### Municipal Freedom of Information and Protection of Privacy

(To be completed only if standard practice prohibits access to requested records)

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Return completed Application to: City of Pickering One The Esplanade Pickering, Ontario L1V 6K7      905.420.4660 ext. 2019
--	---

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

Last name appearing on records:  same as below    **or**    »

#### Details – A fee of \$5.00 applies to each application

Last Name	First Name	Middle Name
Address	City or Town	Province
Postal Code	Telephone Day	Evening

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

**Note:** If you are requesting a correction of personal information, 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.

\*In accordance with Section 45(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, additional fees may be charged.

Signature	Date Day      Month      Year	Method of Access <input type="checkbox"/> Original <input type="checkbox"/> Copy
-----------	----------------------------------	--

*Personal information contained on this form is collected pursuant to 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 City of Pickering's Freedom of Information and Privacy Coordinator, One The Esplanade, Pickering, ON, L1V 6K7, 905.420.4611.*

For City Use			
Date Day    Month    Year	Request Number	Comments	Application Fee <input type="checkbox"/> Cash <input type="checkbox"/> Cheque