



Access/ Correction Request

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

Please Note: A \$5.00 application fee is required for all requests

- Type of Request:** Access to General Records Access to Own Personal Information
 Access to Other Personal Information Correction of Own Personal Information

Requestor	Last Name		First Name	
	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss	Address – Street number, name, unit/apt no. PO Box No./R.R. No. City/Town		Province Postal Code
Telephone # Day	Telephone # Evening		Email	
<input type="text"/>	<input type="text"/>		<input type="text"/>	

Detailed Description of Records: List the type(s) of records required including dates or time of event; identification, property or incident numbers; location, address, etc.

<p>For access or correction to your own personal information, please provide:</p> <p>Last name appearing on the records: _____</p> <p>Date of Birth: _____</p> <p>Proof of ID: <input type="checkbox"/> ID provided with request <input type="checkbox"/> ID to be provided at time of pick-up</p> <p>Note: ID not required if requested through an agent with signed authorization</p>	<p>Preferred method of access:</p> <p><input type="checkbox"/> In-person pickup</p> <p><input type="checkbox"/> Email</p> <p><input type="checkbox"/> Regular Mail</p> <p><input type="checkbox"/> Courier (fee applies)</p>
Signature	Date: (Month Day Year)

NOTE: This request will be considered complete once the completed Access/Correction Request Form and the \$5 application fee have been received. Payment can be made securely online, using our link that will be sent upon receipt of the completed form, in person at City Hall, or in the form of a cheque made payable to the City of Brampton, Access & Privacy, City Clerk’s Office, 2 Wellington St. West, Brampton, ON L6Y 4R2.

For Institution Use Only		
Date Received (D/M/Y)	Case Number	Comments
ID Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No		Application Fee Received: <input type="checkbox"/> Yes <input type="checkbox"/> No

Personal information is being collected for the purpose of providing records under the *Municipal Freedom of Information and Protection of Privacy Act*. Questions regarding this collection should be directed to the Coordinator, Access & Privacy, City Clerk’s Office, 2 Wellington St. West, Brampton, ON, L6Y 4R2 or by email at privacy@brampton.ca