



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	
	Address – Street number, name, unit/apt no. PO Box No./R.R. No. City/Town Province Postal Code			
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.				
<input type="checkbox"/> Mrs. <input type="checkbox"/> Miss				
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 in 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 in the form of a cheque made payable to the City of Brampton and can be forwarded along with the form to City of Brampton, Access & Privacy, City Clerk’s Office, 2 Wellington St. West, Brampton, ON L6Y 4R2; paid in person at City Hall; or paid securely on-line, using a link that will be sent upon receipt of the completed form.

For Institution Use Only		
Date Received (D/M/Y)	Case Number	Comments
ID Provided:		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