



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

If the request is for access to or correction of own personal information, please provide the last name appearing on the records:

Last Name

Requestor

Last Name

First Name

- Mr. Ms.
 Mrs. Miss

Address - Street number, name, unit/apt no. P.O. Box No./R.R. No. City/Town Province Postal Code

Telephone # Day

Telephone # Evening

Email

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.

Preferred method of access

- Examine Original Record
 Receive Copy

Signature

Date: (Month Day Year)

NOTE: This form must be printed and signed by the Requestor. Payment in the form of a cheque made payable to the City of Brampton can be forwarded along with the form to City of Brampton, Freedom of Information, Office of the CAO, 2 Wellington St. West, Brampton, ON, L6Y 4R2 or paid in person at City Hall.

For Institution Use Only

Date Received (D/M/Y)

Case Number

Comments