

Access or Correction Request

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

The information is collected for the purposes of fulfilling freedom of information requests made under the authority of the *Freedom of Information and Protection of Privacy Act (FIPPA)* and/or the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*. The information is used to setup and manage your contact information in the Enterprise Freedom of Information Request Management (eFOIRM) solution, and is collected under the authority of Section 6 of the *Ministry of Government Services Act, R.S.O. 1990, c. M.25*. eFOIRM is a solution managed by ServiceOntario and used by ministries of the Government of Ontario to manage Freedom of Information requests received under FIPPA or MFIPPA. Through the eFOIRM solution, for the purpose of fulfilling freedom of information (FOI) requests, staff from ministry FOI offices can access basic profile information relating to requests such as first name, last name and email address.

Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the [institution where you make the request](#).

Please see instructions on page 2 before filling out this form

Section A. Type of Request

- ☐ Access to general records (non-personal information)
- ☐ Access to own personal information
- ☐ Access to other's personal information by authorized party
- ☐ Correction of own personal information

Name of institution request made to

Section B. Requester's Information

Last Name			First Name		
Unit Number	Street Number	Street Name		PO Box	
City/Town			Province		Postal Code
Telephone Number					
Home	Mobile	Business	ext.		
Email Address					

Section C. Description of Records or Correction Requested

Time period of the records		Method of access	
From (yyyy/mm/dd)	To (yyyy/mm/dd)	<input type="checkbox"/> Receive copy	<input type="checkbox"/> Examine original (on site only)

Section D. Payment and Signature

\$5 application fee	Signature	Date (yyyy/mm/dd)
<input type="checkbox"/> Cheque <input type="checkbox"/> Cash		

Section E. Institution Use Only

Date Received (yyyy/mm/dd)	Request Number	Comments

Available on-line at www.ontario.ca. This form will be kept for 6 years from the date of completion. Once completed, this form has a sensitivity level of medium.

Instructions for Completing Access or Correction Request

Informal Access to Records

Many records of public institutions are available to you without making a request under the *Freedom of Information and Protection of Privacy Act* or the *Municipal Freedom of Information and Protection of Privacy Act*. Contact the Freedom of Information and Privacy (FOIP) Coordinator at the institution that holds the records to determine whether you need to make a formal request.

Section A. Type of Request

Check the box that indicates what you are requesting. (Records that do not contain personal information are general records.)

Individuals seeking access or make corrections to their own personal information must provide a photocopy of one piece of valid government issued photograph identification. Once we have verified your identity, we will proceed with processing your request.

If you are requesting another person's personal information records, you must provide proof that you have the authority to act for them (e.g., power of attorney, guardian or trusteeship order).

Section B. Requester's Information

Please ensure you have entered your name, address and telephone numbers accurately.

Section C. Description of Records or Correction Requested

Provide as much detail as possible about the requested general records, own personal information, other's personal information or correction of own personal information. Use a separate sheet of paper if you need more space and attach it to this form.

If you are requesting personal information records, provide the name that should appear on them.

Specify the time period for the records as precisely as possible, e.g., from 2008/07/21 to 2009/11/30.

If you are requesting a correction of your own personal information records, describe the correction you want and provide any supporting documents. If possible, provide copies of the information to be corrected and the information you wish to have it replaced with.

Check a box to indicate whether you want to examine original documents (which may only be done on site) or receive copies.

Section D. Payment and Signature

A \$5 application fee is required. Please **do not** include any credit card information on this form. Cash payments must be made in person.

Make cheques payable to the appropriate payee of the institution that holds the records. The payee for Government of Ontario ministries is the Minister of Finance.

Sign and date the form and mail it or submit it in person to the institution that holds the records.