



Access/Correction Request

Municipal Freedom of Information and Protection of Privacy

To submit your request, please see instructions on page 2 before filling out this form. Each request must be accompanied with the \$5.00 application fee.

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 to Own Personal Information

B. Requester Information (To be completed by requester)		
Last Name: First Name: Middle:		Mr. Ms.
Address: (Unit/Apt, Number, Street, P.O Box, R.R. No.) City or Town, Province. Country		
Postal Code:	Telephone Number:	E-mail address:
C. Description of Records or Correction Requested		
Time Period of the Records:		Method of access:
From: (mm/dd/yyyy)	To: (mm/dd/yyyy)	Examine Original or Receive Copy
D. Payment and Signature		
\$5.00 application fee Cheque, payable to Mun. of Central Manitoulin Debit, MasterCard, Visa	Signature of applicant:	Date of Request:
E. Institution Use Only		
Date Received:	Date Due:	Request Number:

Personal Information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and will be used for the purpose of responding to your request. Questions about this collection should be directed to: **CAO/Clerk, 6020 Hwy 542, P.O. Box 420, Mindemoya, ON P0P 1S0.**

Instructions for Completing Access or Correction Request

Informal Access to Records held by the Municipality of Central Manitoulin.

Many records are available to you without making a request under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Contact the department that holds the records and staff will determine whether you need to make a formal request using this form.

A. Type of Request.

Check the box that indicates what you are requesting. (Records that do not contain personal information are general records.) The Municipality of Central Manitoulin is required to verify your identity before giving you access to your own personal information.

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

B. Requestor's Information.

Please ensure you have entered the information accurately.

C. Description of Records or Correction Requested.

Provide as much detail as possible about the requested general records, owner 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 currently appears on them.

If you are requesting information on multiple properties, then a separate request and fee are required for each address.

Specify the time period for the records as precisely as possible, e.g., from 07/21/2008 to 12/31/2009.

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

D. Payment and Signature.

Sign and date the application and forward with the \$5 application fee to Freedom of Information, Municipality of Central Manitoulin, 6020 Hwy 542, Mindmeoya, ON, P0P 1S0

Credit card payments may be made over the telephone. Debit card payment must be made in person. Make cheques payable to the Municipality of Central Manitoulin.

The following fees may be charged in response to the request for information.

- Application Fee, \$5.00
- Search Time, \$7.50 per 15 minutes required to search and retrieve
- Records preparation, \$7.50 per 15 minutes required to prepare records for release
- Photocopying/printing \$0.20 per page
- Computer programming, \$15 per each 15 minutes to develop a program to display information

For further information, visit www.centralmanitoulin.ca or email ddeforge@centralmanitoulin.ca