

Request to Access Information

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Instructions

You can access many public body records without making a request under the *Freedom of Information and Protection of Privacy Act*. To determine whether you need to make a request under the Act, or if you need help completing the form, contact the FOIP Coordinator at 403-887-1185 Extension 224.

About You

In this part of the form enter:

- your last name, first name and preferred title, if any;
- the name of the company or organization you are representing, if applicable;
- your complete address and daytime and evening telephone numbers so that the public body can contact you about the request;
- a fax number or email address where correspondence may be sent.

About your request

1. What kind of information do you want to access?

Check **general** information or **personal** information.

General information is information other than personal information (see below). For example, it would include information about a third party.

- There is an initial fee of \$25 (payable to The Town of Sylvan Lake).
- The Town does not accept credit card payments telephonically.
- A fee estimate will be issued prior to processing your request.
- If the total cost of processing your request is more than \$150, you will be asked to pay a deposit of 50%.
- Records will be provided to you when all fees are paid in full.

Personal information is your own personal information or the personal information of an individual you are entitled to represent.

- There is no initial fee for accessing your own personal information.
- You must provide proof of identity before records containing your personal information will be released to you.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. guardianship order, power of attorney).
- If the cost of photocopying is more than \$10, you will be notified of the fee.
- Records will be provided to you when all fees are paid in full.

2. What records do you want to access?

- Be as specific as possible in describing the records.
- If you require additional space, continue your description on a separate sheet of paper and attach it to the request form.

If requesting your own personal information, give:

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number or other identification number.

If requesting another person's information, give:

- the person's full name;
- any other name that the person may have used on the records; and
- any identifying numbers for the person, if you happen to know them.

3. What is the time period of the records?

Enter the specific dates or date ranges of the records you want to access (e.g. May 2014 to present).

4. Do you want to receive a copy of the record(s) OR examine the record(s)?

Check the appropriate box.

Your signature

Sign and date the request form.

Where to send your request

The completed request form, and initial fee if applicable, must be delivered in person or sent to the Municipal Government Building, 5012-48 Avenue, Sylvan Lake, AB, T4S 1G6. There is a drop box on the west side of the building to accommodate after hours delivery.