

Request to Access Information

Personal information on this form is collected under Prince Edward Island's *Freedom of Information and Protection of Privacy Act* and will be used to respond to your request. See instructions for completing this form.

About You

☐ Mr. ☐ Ms. ☐ Dr. Last Name		First Name	
☐ Mrs. ☐ Miss			
Name of company or organization (if applicable)			
Mailing Address			
City or Town		Province	Postal Code
Telephone (day)		Email	

About Your Request

1. What kind of information do you want to access?
☐ General Information (An initial fee of \$5.00 is required – see instructions for explanation of fees.)
☐ Personal Information (No initial fee is required for personal information.)
2. Do you want to: (a) receive a copy of the record? ☐ OR (b) examine the record? ☐
3. **What records do you want to access?** Please give as much detail as possible. *(If you want access to your own personal information, be sure to give all your previous names. For another person's information, you must attach proof that you can legally act for that person.)*

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4. **What is the time period of the records?** Please give specific dates. *(See instructions for details.)*

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Your Signature

Signature	Date
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For Internal use only:

Date Received	Request Number
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Request to Access Information Instructions

You can access many public body records without making a request under the *Freedom of Information and Protection of Privacy Act (FOIPP)*. To determine whether you need to make a request under the *Act* or if you need help completing the form, contact the organization to which you are making the request.

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 mailing address and daytime telephone numbers so that the public body can contact you about the request;
- email address, if any, where correspondence may be sent.

About your request

1. What kind of information are you requesting?

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

General information

- There is an initial fee of \$5.00. Please make your cheque payable to "City of Charlottetown - Administration Department". If you have any questions, please feel free to contact the Provincial Access and Privacy Services Office at 902-569-0568 or the City's Administration Department at 902-629-4125.
- You will be provided with an estimated cost before processing begins. If you agree to the estimated fee, you are required to pay 50% of the estimate fee before the processing of your request begins.
- The records are provided when the fee is paid in full.

Personal information

- You must provide proof of your identity before records containing your personal information are released to you.
- If you are requesting records for another person, you must provide proof that you have legal authority to act for the person (e.g. Guardianship

About the information you want to access

1. What information are you requesting?

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

If you are 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, case number or other identification.

If you are requesting another person's information, give:

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

If you are requesting records for another person, you will have to provide proof that you have legal authority to act for that person.

2. Enter the time period of the requested records.

Please note: the Freedom of Information legislation came into effect for municipalities on April 1, 2019 and applies only to records from that date forward.

Your signature

Sign and date the form and send it to:

City of Charlottetown - Administration Department

Attn: Chantal Matheson

PO Box 98

Charlottetown, PE C1A 7K2

Forms can also be dropped off at City Hall -

199 Queen Street.