Ontario

Ministry of Public
and Business Service Delivery

Access or Correction Request

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

Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* or *Municipal Freedom of Information and Protection of Privacy Act* and will be used to answer your request.

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)	☐ Receive copy ☐ Examine original (on site only)

Section D. Payment and Signature

$5 application fee	Signature	Date (yyyy/mm/dd)
☐ Cheque ☐ Cash (in person only)		

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.

 © King's Printer for Ontario, 2022

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.)

The FOIP Coordinator is required to verify your identity before giving you access to your own personal information.

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.

Print Form Clear Form