

Request Form

Please Note: A \$5.00 application fee is required for all requests.

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information	Name of Institution request made to: <input type="checkbox"/> REGION OF NIAGARA
<input type="checkbox"/> I will need the documentation requested to be provided in an alternate format. Please describe the format required (e.g. larger type , etc.): _____	

If request is for access to , or correction of , own personal information records: <input type="checkbox"/> same as below, or:

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss First Name: _____ Middle Name: _____ Last Name: _____ Telephone Number (Day): () _____ Telephone Number (Evening): () _____	Address: (Street / Apt. No .P.O Box / R.R. No.) _____ City/Town: _____ Province: _____ Postal Code: _____ Email: _____
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Detailed description of requested records. (If you are requesting access to or correction of your personal information, please identify the record containing the personal information, if known*.)

***Note:** If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature: _____	Date: _____
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<i>For Institution Use Only</i>		
Date Received:	Request Number:	Comments

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator, for the Region of Niagara, please contact The Manager of Corporate Records & Archives Services at 905 685 4225 ext 3741 or the Information & Privacy Analyst at ext 3273.