



Sault Ste. Marie Police Service Request Form

Under the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act. **Please Note: A \$5.00 application fee is required for all requests.**

Request for: Access to General Records Access to Own Personal Information Access to Other's Personal Information by Authorized Party Correction to Own Personal Information	Name of Institution request made to:
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If request is for **access to**, or **correction of**, own personal information records:
 Last name appearing on records: same as below, or: _____

Mr. Mrs. Ms. Miss First Name: _____ Address: (Street/Apt. No./P.O. Box/R.R. No.) _____ _____ Province: _____ Telephone Number (Day): () _____	Last Name: _____ Middle Name: _____ Date of Birth: _____ City/Town: _____ Postal Code: _____ Telephone Number (Evening): () _____
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Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person information, if known.)

No Yes Do You wish us to contact individuals to consent to release their personal information? If Yes, do you consent to releasing your identity to the individuals we contact? No Yes _____

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.

On Site Only			
Preferred method of access to records:	Examine Original Receive Copy	Signature:	Date:

For Institution Use Only		
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 Co-ordinator at the institution where the request is made.