



Sault Ste. Marie POLICE

REQUEST FORM

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

<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Access to Other's Personal Information by Authorized Party <input type="checkbox"/> Correction to Own Personal Information	Name of Institution request made to: Sault Ste. Marie Police Service
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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: _____

Last Name:	First Name:	
Middle Name:	Date of Birth:	Gender:
Address: (Street/Apt. No./ P.O. Box/R.R. No.)	City/Town:	
Province:	Postal Code:	
Telephone Number (Day):	Telephone Number (Evening):	

Detailed description of the 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 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.

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

On Site Only			
Preferred method of access to records:	<input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature:	Date:

For Institution Use Only:		
Date Received:	Request Number:	Comments:

Personal Information contained on this form is collected pursuant to the 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 at the institution where the request is made.