City of Windsor Access to Records Request Form

Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

Form 3

Request for:	**Please note:**
☐ Access to General Records ☐ Access to Own Personal Information ☐ Correction of Own Personal Information	• There is a fee of $5.00 to file an access request • An access/correction request for information will be processed in accordance with the fees and time limits set out in the Municipal Freedom of Information and Protection of Privacy Act and regulations. The time limit to respond to your inquiry will begin from the date the request and the $5.00 application fee are received. • Applicable fees may apply – see bottom of page.

PART A: TO BE COMPLETED IN FULL BY THE REQUESTER

If request is for **access to**, or **correction of** own personal information records, indicate if the last name appearing on records is:
☐ same as below or: _____

Contact Information

Last Name	First Name	
Address:		
#, Street Name	City, Prov.	Postal Code
Telephone Number:	Email Address:	

Details of Request

Detailed description of requested records, personal information records or correction of personal information: (If request if for correction of personal information, please indicate the desired correction and 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: ☐ Receive Copy ☐ Examine Original	Signature:	Date Submitted:

PART B: FOR OFFICE USE ONLY

Date Fee Received:	**Request Number:**	**Final response date:**

Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection may be directed to the Freedom of Information and Privacy Coordinator for the City of Windsor, Suite 530 - 350 City Hall Square West, (519) 255-6100 ext. 6285.

ADDITIONAL FEES

Access to Records in Accordance with the City of Windsor Policy and MFFIPA:			
Photocopies or Computer Printouts	$.20 per page	Floppy Disks, CD's, USBs	$10.00 each
Searching for records	$7.50 per 15 minutes	Developing Computer Program	$15.00 per 15 minutes
Records Preparation	$1.00 per page	Certification of Documents	$40.00 each
Access to Your Own Records in Accordance with the City of Windsor Policy and MFFIPA:			
Photocopyies or Computer Printouts	$.20 per page	Floppy Disks, CD's, USBs	$10.00 each
Developing Computer Program	$15.00 per 15 minutes	Certification of Documents	$40.00 each