



Municipal Freedom of Information & Protection of Privacy (MFIPPA) Access/Correction Form

Please note:

- An access/correction request for information will be processed in accordance with the time limits set out in the *Municipal Freedom of Information and Protection of Privacy Act* and its regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.
- Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

PART A: To be completed in full by the Requester

<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Directed to: Access to Information and Privacy Office City Clerk's Branch 110 Laurier Avenue West Ottawa, ON K1P 1J1 Mail Code: 22-73
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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

Details

Last Name	First Name	Middle Name
Address		City or Town
		Province
Postal Code	Telephone Number Day →	Telephone Number Evening →

Detailed description of requested records, personal information records or correction of personal information:
 (If request is for correction of personal information, please indicate the desired correction and attach any supporting documentation)

Preferred method of access to records: <input type="checkbox"/> Receive Copy <input type="checkbox"/> Examine Original (on-site only)	Signature:	Date Day Month Year
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PART B: For Office Use Only - Indicate Client Service Centre

<input type="checkbox"/> \$5.00 Application Fee Received	Date Application Fee Received: Day Month Year	Fee Received By Client Service Centre: Ext. #:
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Comments:	Receipt #:
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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 should be directed to the Access to Information and Privacy Office, City Clerk's Branch, 110 Laurier Avenue West, Ottawa, ON K1P 1J1, tel: 613-580-2424, ext. 21898.