ACCESS/CORRECTION REQUEST

Municipal Freedom of Information and Protection of Privacy Act

CONTACT: Clerk – F.O.I. Coordinator
2 Fifth Street, P.O. Box 1000
Balmertown, Ontario
P0V 1C0
Telephone: (807) 735-2096
Fax: (866) 681-2954
Email: municipality@redlake.ca

A $5.00 Application Fee must accompany each request whether for general records or for personal information.

Request for:	Name of Institution request made to:
☐ Access to General Records ☐ Access to Own Personal Information ☐ Correction of Own Personal Information	*The Corporation of the Municipality of Red Lake*

If request is for access to, or correction of own personal information records:

Last name appearing on records: ☐ same as below or _____

Details

Last name:	First Name	Middle Name	☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Address (Street/Apt. No/P.O. Box No. /R.R. No.)	City or Town	Province

Postal Code	Telephone Number (Day)	Telephone Number (Evening)
	( )	( )

Detailed description of requested records 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.)

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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:	Signature:	Date:
☐ Examine Original ☐ Receive Copy		

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 Office of the Clerk, Municipality of Red Lake, 2 Fifth Street, P.O. Box 1000, Balmertown, Ontario. Telephone: (807) 735-2096.