



Municipal Freedom of Information and Protection of Privacy Act (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: Town Clerk's Office 5151 County Rd 14 St-Eugene ON K0B1P0
If request is for access to, or correction of own personal information records, indicate if the last name appearing on records is the same as below <input type="checkbox"/> OR		
Details		
Last Name	First Name	Middle name
Address	City or Town	Province
Postal Code	Telephone #	Telephone # Day
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

PART B: For Office Use Only

<input type="checkbox"/> \$5.00 Application Fee Received	Date application Fee Received Day/Month/Year	
Comments:		Receipt #:

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 Town Clerk at 5151, County rd 14 St-Eugene ON K0B1P0, tel: 613-674-2170, ext. 1010

Aussi disponible en français