



Access/Correction Request Form

Municipal Freedom of Information and
Protection of Privacy Act

Please Note: A \$5.00 application fee is required for all requests.

Request for:

- Access to General Records
- Access to Own Personal Information
- Correction to Own Personal Information

Name of Institution request made to:

CITY OF WATERLOO – Legislative Services
Box 337, Station Waterloo, 100 Regina Street South
Waterloo, ON N2J 4A8

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

Last name appearing on records: same as below, or:

REQUEST DETAILS

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		
Last Name	First Name	Initial
Address: (Street/Apt. No./P.O. Box/R.R. No.)	City/Town:	Province and Postal Code:
Telephone Number (Day): ()	Telephone Number (Evening): ()	
<p>Detailed description of 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.)</p> <p>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.</p>		
Preferred method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy		

Signature of Applicant

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 Legislative Services Department, City of Waterloo, Box 337, Station Waterloo, 100 Regina Street South, Waterloo, ON, N2J 4A8.