



# Access/Correction Request Form

## Municipal Freedom of Information and Protection of Privacy Act

**Request for:**

- Access to General Records
- Access to Own Personal Information
- Access to Other's Personal Information by Authorized Agent
- Correction to Own Personal Information

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

**This form must be printed and signed before being submitted in person or by mail. Electronic submissions will not be accepted.**

**Name of Institution request made to:**

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

---

### REQUEST DETAILS

Last Name or Single Name		First Name	
Unit No.	Street Number	Street Name	PO Box
City/Town		Province	Postal Code
Telephone Number (Primary)		Telephone Number (Alternate)	
Email Address			
Description of Records Requested                    <p style="font-size: small;"><b>Note:</b> 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>			
<b>Time Period of Records:</b>		to	
<b>Preferred method of access to records:</b>		Examine Original	Receive Copy

---

Signature of Applicant Date

<b>For Institution Use Only</b>		
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.