



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, Ext. 232
 Fax: (807) 735-2286

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

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Name of Institution request made to: <p style="text-align: center;"><i>The Corporation of the Municipality of Red Lake</i></p>
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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	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss

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

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

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: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature:	Date:
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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, Ext. 232.