



# 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.

<b>Request for:</b> <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information		<b>Name of Institution request made to:</b>  <b>Greater Sudbury Police Service</b>	
Last name appearing on records: <input type="checkbox"/> Same as below, OR:			
Last Name:		First Name:	
Middle Name:		DOB:	Gender
Address: (Street/Apt. No./P.O. Box/R.R. No.)		City/Town:	
Province:		Postal Code:	
Telephone Number (Day):		Telephone Number (Evening):	
Detailed description of requested records, personal information or personal information to be corrected, including dates, times or incident numbers and/or location of incident.			
<p><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>Preferred method of access to records:</b> <input type="checkbox"/> Mail <input type="checkbox"/> Pick-up <input type="checkbox"/> Examine Original	Signature:		Date:
<b>For Institution Use Only</b>			
Identification Produced:		Date of Birth:	
Payment Received by (Initials & Badge No.):		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			