

Local Authority Freedom of Information and Protection of Privacy

Form 180.1 Access to Information Request Form

Applicant Information (please print)		
Last Name	Telephone (H)	
First Name	Telephone (W)	
Address	Cell Phone	
City	Province	Postal Code

Details of Requested Information

For Revenue Canada
 For 3rd Party
 For Immigration
 For Personal Use

Other (Please Specify): _____

Name of Student(s) (please print)			
1.	Last Name	Date of Birth	Relationship to Student
	First Name	Schools Attended and Years	
2.	Last Name	Date of Birth	Relationship to Student
	First Name	Schools Attended and Years	
3.	Last Name	Date of Birth	Relationship to Student
	First Name	Schools Attended and Years	
Detailed Description of Record Request			

A written cost estimate will be provided in advance if the costs are expected to exceed \$100.00. No action will be taken without your authorization to proceed.

Every effort is made to supply the requested information as quickly as possible. However in some cases the records are not easily retrievable or discussions have to be held with other parties.

Within 30 days you will hear back from us, either:

- Providing the requested information;
- Advising that the information will not be released and the reason; or
- Advising that due to extenuating circumstances it will take a further period of time, not to exceed 30 days, to respond to the request.

Applicant Name (print) _____ **Date** _____

Applicant Signature _____

For Office Use Only		
Date Application Received	Completed By	Respond Date

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