

Request for Access to Records

Freedom of Information and Protection of Privacy

Any personal information on this form is collected under British Columbia's *Freedom of Information and Protection of Privacy Act* (the "Act") and will be used to respond to your request. If you have any questions about the collection and use of this information, contact the Information and Privacy Coordinator Information, 5th Floor, Abbotsford City Hall, 32315 South Fraser Way, Abbotsford BC, V2T 1W7; email foi@abbotsford.ca; or fax 604-853-1934. **Please note:** the Act allows **30 business days** for the City to respond to your request.

Title (optional):	Company Name:
First Name:	Mailing Address:
Last Name:	City:
Phone:	Province:
Email:	Postal Code:

1. What kind of records do you want access to?

- Your own personal information (Please be sure to give all your previous names)
- Access to another person's personal information (Please attach either that person's signed consent for disclosure, or proof of authority to act on their behalf.)
- Property Information - **Address of Subject Property and/or Property Identification Number (PID):**

- Other (Please describe below)

2. What records do you want to access? (Please describe the records you are requesting. Be as specific as possible, as this will assist the request process. Attach a separate sheet if the space below is not sufficient.)

Preferred Method of Access to Records (Fees may apply):

Email (pdf) Receive by mail Pick up/Receive copy Examine original

Please specify any reference or file numbers (if known):

What is the time period of the records? Please give specific dates (if known):

***Signature** (by adding your name here, you confirm that the information provided is correct, to the best of your ability):

***Date**

FOR OFFICE USE ONLY

Date Received:

Request Number:



Request for Access to Records Freedom of Information and Protection of Privacy

Request for Access to Records Instructions

You can access many public body records without making a request under the Freedom of Information and Protection of Privacy Act (the “Act”). To determine whether you need to make a request under the Act or if you need assistance completing the form, contact the Information and Privacy Coordinator for the City of Abbotsford: FOI@abbotsford.ca, or 604-864-5575.

Your Contact Information

In this section of the form, please enter:

- Your preferred title, last name and first name
 - The name of the company or organization you are representing (if applicable).
 - Your complete mailing address and contact information, including your daytime contact number (and alternate number if available) so that the public body may contact you.
 - An email address, if any, where correspondence may be sent.
- If you need help determining which records the City of Abbotsford has in its custody and control, contact FOI@abbotsford.ca.

What type of records are you requesting?

General Information (Non-Commercial or Commercial Applicant)

Non-Commercial:

1. If the record search and compilation will take more than 3 hours of staff time to complete, you will be provided with a fee estimate before processing begins.

Commercial:

2. If you are a commercial applicant, a fee estimate letter will be sent to you before processing begins.

If a fee estimate letter is received:

- In order for the request to proceed, you must pay a 50% deposit or acknowledge that you agree with the fee estimate.
- The records are provided when the final fee is paid in full.

Personal Information

- You must provide proof of your identity before records containing your personal information are released to you.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney, authorization allowing us to release their personal information to you).

- There is no fee for accessing your own personal information.
- Please specify one (1) preferred method of receipt of records/responses from the City of Abbotsford. You may receive a copy of the record or examine the record itself.

About the records you want to access

1. What records are you requesting?

- Be as specific as possible in describing which records you wish to obtain.
- If you need more space, you may attach a separate sheet of paper to request form.

If you are requesting your own personal information, please provide:

- Your full name (including any past names we may have had on file).

If you are requesting another person’s information, please provide:

- The person’s full name; and
- Any other name that person may have used on the records.

2. If you are aware of any file number associated with the records you are requesting, please provide them.

3. Enter the time period of the requested records. (e.g. If you want records for the period of January 1, 1998 to August 31, 2000, enter those dates. If you want records from August 1997 to present, enter “August 1997 to present”).

Your signature

- Please sign and date the form. You can email it to FOI@abbotsford.ca for processing.
- You may also send it by fax to (604) 853-1934, or by mail to the following address: City of Abbotsford, Information and Privacy Coordinator, 32315 South Fraser Way, Abbotsford, BC, V2T 1W7.

Forms can also be submitted in person by visiting 5th Floor Reception, Abbotsford City Hall, 32315 South Fraser Way, Abbotsford, BC.