



Access/Correction Request

Municipal Freedom of Information and Protection of Privacy Act

Application Fee \$5.00

Come for a visit. Stay for a lifestyle.

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	Submit Completed Request To: Freedom of Information Coordinator The Municipality of Trent Hills 66 Front Street South, PO Box 1030 Campbellford, ON K0L 1L0
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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 Initial:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss		
Address (Street & No./Apt. No./P.O. Box No./R.R. No.)		Town	Province		
Postal Code	Telephone Number(s)	Day ()	Cell ()	Evening ()	

Detailed description of requested records, personal information 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 Prepared: Month Day Year
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For Office Use Only:		
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Date Received: Month Day Year	Request Number <div style="font-size: 2em; font-weight: bold; text-align: center;">/</div>	Comments: _____
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APPLICATION FEE: \$5.00

Received: **Cheque** **Cash** **Debit**

Personal information contained on this form is collected pursuant to <i>The Municipal Freedom of Information and Protection of Privacy Act</i> , and will be used for the purpose of responding to your access request. Questions about this collection should be directed to the Freedom of Information Coordinator, The Municipality of Trent Hills, 66 Front Street South, PO Box 1030, Campbellford, ON K0L 1L0.
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