



ACCESS TO RECORDS REQUEST

CONTACT INFORMATION (please print)

Full Name:	Phone:
Organization (if applicable):	Fax:
Street Address:	Email:
Mailing Address:	City:
Province:	Postal Code:

DETAILS OF REQUESTED INFORMATION

Please describe the records you are requesting. Be as specific as possible, as this will assist with the process. Please include reference number or file number, if known. Attach a separate sheet or use the reverse of this page if the space below is not sufficient.

- Category:** Access to General Information
 Access to Personal Information

METHOD OF ACCESS TO RECORD (please tick one)

- Examine Original Receive digital or hard copy (25¢/page)

SIGNATURE

If you are requesting access to another person's personal information, please attach that person's signed consent for disclosure or proof of authority to act on that person's behalf.

Signature

Date

Please note that there is a \$10 application fee to begin the Access to Records Request process for General Information. Once this has been paid, the City will be able to proceed with your request. Payment can be made at City Hall by cash, debit, or credit card, or a cheque can be mailed to Duncan City Hall, 200 Craig Street, Duncan, BC V9L 1W3. There is no application fee for requests for access to Personal Information. Please refer to the City's [Access to Records Application Fee Policy](#) for more information.

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.