

ACCESS/CORRECTION REQUEST

Waterloo Regional Police Service / Municipal Freedom of Information and Protection of Privacy Act

Please note: A \$5.00 application fee is required for all requests. Additional processing fees may apply. This Access/Correction Request will be processed in accordance with the time lines set out in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and Regulations. The time line to respond to your inquiry begins with the receipt of the \$5.00 application fee. **Type or print in CAPITAL LETTERS using black or dark blue ink.**

PART A: To be completed in full by the Requester

Request for: Access to General Records Access to Own Personal Information Correction to Own Personal Information		Name of Institution request made to: Access to Information Unit Waterloo Regional Police Service PO Box 3070 200 Maple Grove Road Cambridge, ON N3H 5M1	
If request is for access to, or correction of, own personal records: The last name appearing on the records is same as below or			
Surname (last name)		Given name(s)	
Date of Birth (YY/MM/DD)			
Email Address	Contact Telephone Number	Can a message be left at this number? Yes No	
Mailing Address			
Number	Street	Apt.	City
			Prov/Terr./State
			Postal/ZIP code
Detailed description of requested records, personal information or correction of personal information: (If request is for correction of personal information, please indicate the desired correction and attach any supporting documentation)			
The record(s) you requested may contain the personal information of individuals other than yourself. Do you wish these individuals be contacted to try and obtain their consent to disclose their information? Yes No If yes, do you consent to our releasing YOUR identity to the individuals we contact? Yes No (You are not required to release your identity under MFIPPA)			
Preferred method of access to records: Receive copy Examine Originals (on-site only)		Signature	
		Date (YY/MM/DD)	
Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act and will be used to respond to your request. Questions about this collection should be directed to the Access to Information Unit at 519-653-7700 extensions 8514 or email foi@wrps.on.ca . Please visit www.wrps.on.ca for more information.			
PART B: For Police Use Only			
Fee Received by:	Date Received (YY/MM/DD)	Request Number	Comments