

REQUEST FOR ACCESS TO RECORDS

to be submitted to:

Privacy Officer, City of Pitt Meadows
12007 Harris Road, Pitt Meadows, BC V3Y 2B5
clerks@pittmeadows.ca | 604.465.5454



Your personal information on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act (the "Act"). This information will be used to process your FOI request as per section 5 of the Act. Questions about the collection of this information may be directed to the Privacy Officer as above. You may make a request for access to records without using this form, provided you do so in writing. **Note: There is a \$10 application fee due with submission of each FOI request (except for requests for access to your own personal information). Any other costs associated with this request, will be discussed with you before processing your request.**

CONTACT INFORMATION

Today's Date: _____ Your Name: _____ Mr. Mrs. Ms. Mx.
Company/Organization Name (if applicable): _____
Mailing Address: _____
Phone Number: _____ Email: _____
 Yes, I would like correspondence sent via email

REQUEST DETAILS

Please describe the records that you are requesting, with as much detail as possible (e.g. names of particular records, subject of records, key words included in the records, timeframes, etc.). Example: "I would like a copy of the Fire Department incident report for the motor vehicle accident that occurred at 9 a.m. on January 24, 2013 at the intersection of Smith Road and Jones Avenue." Attach a separate sheet if the space provided is insufficient.

Are you requesting access to another person's personal information? Yes
 No

If yes, please attach to your request either that person's signed consent for disclosure, or proof of your authority to act on that person's behalf.

Preferred method of access to records: Receive digital copy via email (please provide email address above)
 Pick up paper copy at City Hall
 Examine originals at City Hall

Signature of Applicant:

Date signed: