

Request to Access or Correct Information

Instructions are on Page 2. Send Request to: FOIP Coordinator, c/o City of Lacombe, 5432 56 Avenue, Lacombe, AB, T4L 1E9
Or Email Request to: foip@lacombe.ca

First Name				Office Use Only:	
Last Name				Request Number	
Organization <i>(if applicable)</i>				Date Received	
Address					
City/Town		Province		Postal Code	
Phone			Alternative Number		
Email Address				<input type="checkbox"/> I do not have an email address	
1. What kind of information do you want to access?					
<input type="checkbox"/> General Information <i>(An initial fee of \$25 is required – see instructions for explanation of fees and options for payment)</i> <input type="checkbox"/> Your own Personal Information <i>(No initial fee is required for personal information)</i> <input type="checkbox"/> Correction of your Personal Information <i>(No fee is required)</i>					
This request addresses information in the custody or control of the public body – Lacombe Police Commission					
2. Do you want to:	<input type="checkbox"/> receive a copy of the record?		OR	<input type="checkbox"/> examine the record in person?	
3. What records do you want to access/correct? Please give as much detail as possible. If you need more space, please attach a separate sheet of paper. If your personal information is requested, please provide full given names, all previous names and applicable personal identifiers. Please note that this information will need to be disclosed to relevant City business units to search for responsive records.					
4. Provide the date or date range of the records requested above. Please give specific dates.					
5. Please specify relevant keywords to assist with the search for responsive records.					
6. Declaration. By signing below you certify the information provided on this application is accurate and complete and that you consent to your information being shared to the applicable business unit(s) to assist with the search if required.					
Signature				Date	

Your personal information is being collected for the purpose of accessing information and will be used to respond to your access request. This information is collected pursuant to Section 33 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection and use, please contact the FOIP Coordinator at 5432 56 Avenue, Lacombe, AB, T4L 1E9, or call 403-782-6666 or email foip@lacombe.ca.

Request to Access or Correct Information

Instructions

You can access many public body records without making a request under the *Freedom of Information and Protection of Privacy Act (the FOIP Act)*. To determine whether you need to make a request under the Act or if you need help completing the form, contact the FOIP Coordinator, c/o City of Lacombe at foip@lacombe.ca or phone 403-782-6666.

Written Permission of the Applicant is required to:

- Provide the requested information to a third party;
- Discuss an Access request with another person, including the spouse of an applicant; and
- Release the name of the applicant.

There is an initial fee of \$25.00 that must be paid before a request for general information will be processed. General information is recorded information held by the public body that is not about an identifiable individual.

There is no initial fee for a request for personal information about yourself or about someone for whom you are authorized to act. Personal information is recorded information about an identifiable individual. If you are requesting personal information about an individual that you are not authorized to act for, an initial fee of \$25.00 must be paid before the request is processed.

There can be additional fees charged. A fee estimate and explanation will be provided to an applicant prior to proceeding with the request. If the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit. The records are provided when the fee is paid in full.

Payment Options

Fees can be paid by:

- Cash, in person;
- Debit card, in person;
- Credit card, in person or call 403-782-6666 if you are paying over the phone;
- Cheque or money order made payable to the City of Lacombe, mailed to the City of Lacombe at 5432 56 Avenue, Lacombe, AB, and should accompany a request. Do not include your credit card information in the mail or fax.

General Information Access Requests

General requests will be emailed to the address specified on this form's front. If you would prefer to have the request mailed to the mailing address specified on the front of this form or picked up in person, please contact the FOIP Coordinator at foip@lacombe.ca or 403-782-6666.

Personal Information Access Requests

Please note by submitting this request you are consenting to your personal information being shared with the applicable business unit(s) to assist with the search for responsive records.

Personal information is your own personal information or the personal information of an individual you are entitled to represent.

- 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).
- There is no initial fee for accessing your own personal information.
- If the cost of photocopying is more than \$10, you will be notified of the fee

Continuing Requests

This is a single request that is processed more than once at predetermined time intervals over a period of up to 2 years. Contact the FOIP Coordinator if you are making a continuing request. The initial fee is \$50.00. You must pay any additional costs as the information becomes available.