



Timmins Police Service

185 Spruce Street South
Timmins, ON P4N 2M7

Access or Correction Request *Freedom of Information and Protection of Privacy Act*

Personal information is collected for the purpose of fulfilling requests made under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The information collected is used to establish and manage requester contact information for the administration of freedom of information requests.

This information is collected under the authority of section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.

Questions regarding this collection of personal information should be directed to the Freedom of Information and Privacy Coordinator at the Timmins Police Service.

Please see instructions on page 2 before filling out this form.

SECTION A. TYPE OF REQUEST

Access to general records (non-personal information)

Access to own personal information

Access to other's personal information by authorized party

Correction of own personal information

Name of institution request made to: **TIMMINS POLICE SERVICE, 185 Spruce St S, Timmins, ON P4N 2M7**

SECTION B. REQUESTER'S INFORMATION

Last Name		First Name	
Unit #	Street Number	Street Name	PO Box
City/Town		Province	Postal Code
Phone: Home		Phone: Mobile	Phone: Business
Email Address			

SECTION C. DESCRIPTION OF RECORDS OR CORRECTION REQUESTED

Time Period of the records

From (yyyy/mm/dd) To (yyyy/mm/dd)

Method of Access

Receive copy

Examine original (on site only)

SECTION D. PAYMENT AND SIGNATURE		
\$5 Application Fee	Signature	Date (yyyy/mm/dd)
Cheque	Cash	

SECTION E. INSTITUTION USE ONLY		
Date Received (yyyy/mm/dd)	Request Number	Comments

Instructions for Completing Access or Correction Request

Informal Access to Records

Many records of public institutions are available to you without making a request under the *Municipal Freedom of Information and Protection of Privacy Act*. Contact the Freedom of Information and Privacy (FOIP) Coordinator at the Timmins Police Service to determine whether you need to make a formal request.

Section A. Type of Request

Check the box that indicates what you are requesting. (Records that do not contain personal information are general records.)

Individuals seeking access or make corrections to their own personal information must provide a photocopy of one piece of valid government issued photograph identification. Once we have verified your identity, we will proceed with processing your request.

If you are requesting another person's personal information records, you must provide proof that you have the authority to act for them (e.g., power of attorney, guardian or trusteeship order).

Section B. Requester's Information

Please ensure you have entered your name, address and telephone numbers accurately.

Section C. Description of Records or Correction Requested

Provide as much detail as possible about the requested general records, own personal information, other's personal information or correction of own personal information. Use a separate sheet of paper if you need more space and attach it to this form.

If you are requesting personal information records, provide the name that should appear on them.

Specify the time period for the records as precisely as possible, e.g., from 2008/07/21 to 2009/11/30.

If you are requesting a correction of your own personal information records, describe the correction you want and provide any supporting documents. If possible, provide copies of the information to be corrected and the information you wish to have it replaced with.

Check a box to indicate whether you want to examine original documents (which may only be done on site) or receive copies.

Section D. Payment and Signature

A \$5 application fee is required. A money order or certified cheque can be made out to Timmins Police Service and mailed along with your application. Cash payments must be made in person. Sign and date the form and mail it or submit it in person to the Timmins Police Service during office hours.