



CITY OF PRINCE RUPERT
Administration
424 3rd Avenue West
Prince Rupert, BC, V8J 1L7
Phone: (250) 627 0934 **Fax:** (250) 627 0999

FREEDOM OF INFORMATION & PROTECTION OF PRIVACY REQUEST FOR ACCESS TO RECORDS

YOUR NAME			
LAST NAME	FIRST NAME	MIDDLE NAME	<input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> MRS <input type="checkbox"/> MR <input type="checkbox"/> OTHER _____
YOUR ADDRESS			
STREET, APARTMENT NO., P.O. BOX, R.R. NO	CITY/TOWN	PROVINCE/COUNTRY	POSTAL CODE
YOUR TELEPHONE/FAX NUMBER(S)			
DAY PHONE NO. ()	ALTERNATE PHONE NO. ()	DAY FAX NO. ()	
DETAILS OF REQUESTED INFORMATION			
INFORMATION REQUESTED (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT). PLEASE SPECIFY ANY REFERENCE OR FILE NUMBER(S), IF KNOWN.			
ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, PLEASE ATTACH, AS APPROPRIATE: A) THAT PERSON'S SIGNED CONSENT FOR DISCLOSURE, OR B) PROOF OF AUTHORITY TO ACT ON THAT PERSON'S BEHALF			
PREFERRED METHOD OF ACCESS TO RECORDS <input type="checkbox"/> EXAMINE ORIGINAL <input type="checkbox"/> RECEIVE COPY	YOUR SIGNATURE		DATE SIGNED (YYYY/MM/DD)
FOR PUBLIC BODY USE ONLY			
REQUEST CATEGORY	<input type="checkbox"/> ACCESS TO GENERAL INFORMATION (ARCS 292-30/)	<input type="checkbox"/> ACCESS TO PERSONAL INFORMATION (ARCS 292-40/)	
REFERRED TO (STAFF NAME)	DATE RECEIVED (YYYY/MM/DD)	RECEIVED BY (STAFF NAME)	
YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING.			
PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST.			
**PLEASE NOTE: THERE MAY BE FEES ASSOCIATED WITH VARIOUS DIFFERENT TYPES OF INFORMATION REQUESTED. STAFF WILL CONTACT APPLICANT SHOULD ANY FEES APPLY.			