



GEORGINA

FREEDOM OF INFORMATION ACCESS REQUEST

- Use this form and select the request to:
- Request access to general records
 - Request access to Own personal information
 - Correction of Own personal information
- Applicable Fees are attached**

Description of Information Requested

Which Department has the information you are requesting, if you know it:
What are the dates of the information you are requesting for, if applicable (use date format yyyy-mm-dd): From _____ To _____

Contact Information		
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss	First Name	Last Name
Street No.	Street Name	Suite/Unit No.
City/Town	Province	Postal Code
Telephone No.	Alternate No.	E-mail
Signature		Date (yyyy-mm-dd)

Before sending your request, ensure you have:

- Provided a detailed description of the information or records you are requesting
- Included the \$5 application fee (cash, cheque, money order, visa or MasterCard), - The Town of Georgina
- If requesting personal information include a photocopy of a signed, government-issued identification (i.e. Driver's Licence or Passport)
- If correcting personal information indicate the desired correction and attach the supporting documentation

Mail request to: Freedom of Information Request, 26557 Civic Centre Rd., Keswick, ON L4P 3G1
 For further information about information requests, please visit www.georgina.ca or call 905-476-4301

Office Use Only	
Date Received (yyyy-mm-dd)	Request No.

The personal information on this form is collected under legal authority of the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O.1990 Chapter M.56*. The information will be used for the purpose of responding to your request. Questions about the collection should be directed to the Freedom of Information and Privacy Coordinator at the institution where the request is made.

Freedom of Information Access Request

Summary of Fees

For Information Requests under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

The payment and amount of fees are set out in the Act and its regulations. Permitted fees are:

Fees for Requests for Personal Information

A request for Information about oneself is considered a “personal information request”. The following fees apply to requests for your own personal information:

Application Fee: **\$5.00** – To be paid when you submit your request:
Application Fee is mandatory and not subject to waiver

Photocopying: **\$0.20 for each page**

Fees for Requests for General Information

Requests for information, whether about a person other than yourself or about a government program or activity are considered “general information requests”. The following fees apply to requests for general information:

Application Fee: **\$5.00** – To be paid when you submit your request;
Application Fee is mandatory and not subject to waiver

Search Time: **\$7.50 per ¼ hour** required to search and retrieve records;

Record Preparation **\$7.50 per ¼ hour** required to prepare records for release;

Photocopying: **\$0.20 for each letter, legal size or 11” by 17” record**
\$5.00 for anything larger than letter, legal or 11”by 17” record

Please note that the individual will be provided the option of viewing originals on site. Select photocopying fees and search time may apply.

Note: The time for processing access requests is 30 days. However a time extension may be applied where necessary.