



Information Access Request Form

Municipal Freedom of Information and Protection of Privacy Act Personal Health Information Protection Act

Request for:

- Access to Records
- Access to Own Personal Information
- Correction of Own Personal Information

Submit to:
 Freedom of Information Co-Ordinator
 County of Brant 26 Park Ave. P.O. Box 160
 Burford ON N0E 1A0

If request is for access to, or correction of, own personal information records:

Last name appearing on records: same as below **or**

Requestor Information:

Last Name:	First Name:	Middle Name:	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>
			Ms <input type="checkbox"/>	Miss <input type="checkbox"/>
Mailing Address		City or Town	Province	

Postal Code	Telephone Number	Area Code				
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Detailed description of requested records, personal information records or personal information to be corrected.

Note: If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach supporting documents. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information

Preferred method of access to records	Signature	Date	Day	Month	Year
Examine Original <input type="checkbox"/>					
Receive Copy <input type="checkbox"/>					

**EACH REQUEST MUST BE ACCOMPANIED BY THE \$5.00 APPLICATION FEE.
 CHEQUE OR MONEY ORDER MUST BE PAYABLE TO THE COUNTY OF BRANT.**

Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information Co-Ordinator

Information Access Request Fees

Application Fee	\$5.00
Copy Fee	20 cents per page
Search Time (e-Record)	\$15.00 for each 15 minutes
Search Time (Paper)	\$7.50 for each 15 minutes
Preparation Time	\$7.50 for each 15 minutes

Engineering Copies refer to Fees and Charges Bylaw

Costs for External Services will be billed as invoiced

Shipping Costs including postage will be billed as invoiced

Appeal to Information and Privacy Commissioner/Ontario (IPC) payable to IPC at time of appeal

General Records	\$25.00
Personal Information	\$10.00