



# Request Form

## Municipal Freedom of Information and Protection of Privacy Act

Please email your completed request form to Nicole Cardow, Deputy Clerk at [nicoleca@wellington.ca](mailto:nicoleca@wellington.ca)

(Note: A \$5.00 application fee is required for all requests.)

<b>Request for:</b> <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	<b>Name of Institution request made to:</b>  
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If request is for **access to**, or **correction of**, own personal information records:

Last name appearing on records:  same as below, or: \_\_\_\_\_

First Name: _____	Address: _____
Last Name: _____	City: _____
Telephone Number: _____	Province: _____
Email: _____	Postal Code: _____

Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person information, if known.)

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**Note:** If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. 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.

Signature: _____	Date: _____
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For Institution Use Only		
Date Received:	Request Number:	Comments

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about collection should be directed to the Manager of Privacy and Information, 519.837.2600 x 2528.