Municipal Freedom of Information and Protection of Privacy Access/Correction Request

Application Fee: $5.00 *The application fee of $5.00 must accompany all requests for information and/or correction requests. Please make cheque / money order payable to the Town of Whitby.*
Forward to The Clerk's Office, Town of Whitby, 575 Rossland Road East, Whitby, Ontario L1N 2M8.

Name of Institution request made to:	Request for:
Town of Whitby	☐ Access to General Records ☐ Access to Own Personal Information ☐ Correction to Own Personal Information

Requester Information ***(To be completed by requester)***

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss	Last Name	First Name	Middle Name
Address (Street/Apt. No/P.O. Box/R.R. No.)		City or Town	Province
Postal Code	Telephone Number(s) Day: ( )	Telephone Number(s) Evening: ( )	

If request is for "access to" or "correction of" own personal information records
Last name appearing on records ☐ same as above or: ⟶ _____

Detailed description of requested records, personal information or personal information to be corrected. (If request is for access to, or correction to, your personal information, please identify the personal information bank or record containing the personal information, if known)

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 request that a statement of disagreement be attached to your personal information.

Preferred method of access to records:	Signature of applicant:	Date of Request:
☐ Examine Original ☐ Receive Copy		

For Institution Use Only

Date Received:	Date Due:	Request Number:

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 this collection should be directed to the Town Clerk, 575 Rossland Road East, Whitby, ON, L1N 2M8 (905) 668-5803.