



Saugeen Shores Police Service

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

www.saugeenshorespolice.ca

Request for:		Name of Institution Request made to:	
Access to General Records Access to Own Personal Information Correction of Own Personal Information		Saugeen Shores Police Service A <u>\$5.00 APPLICATION FEE</u> must accompany EACH REQUEST.	
DETAILS:			
Last Name:	First Name:	Middle Name:	Date of Birth:
Address (Street / Apt. No. / P.O. Box No. / R.R. No.)		City or Town:	Province:
Postal Code:	Telephone Number(s):	Area Code:	Mr. _____ Mrs. _____ Ms. _____ Miss _____
Email:			
Please Read			
The record(s) you have requested may contain the personal information of Individuals other than yourself. (e.g. victim, accused, witness). Further to section 21 of the MFIPPA, it may be necessary to notify affected Individuals before making a decision on access.			
Do you wish us to contact these Individuals to try and obtain their consent to disclose their Information?			
No <input type="checkbox"/> As I am not requesting access to any other person's Information, I understand that Information pertaining to other Individuals will be removed from the records.			
Yes <input type="checkbox"/> As you may be requesting access to another person(s) Information, do you consent to our releasing YOUR Identity to the Individuals we contact?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Requestor's Signature _____			
Carefully explain in detail what record(s) you are requesting access to (names of individuals involved, dates, times, location, incident numbers, officers name a badge number). Please be as specific as you can. If you require assistance please ask.			
Signature:		Date:	
Saugeen Shores Police Use Only		Request Number:	
Date Received:		Task #:	
Comments:			
Personal information contained on this form is collected pursuant to the Municipal 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 INFORMATION CLERK (519)832-9200).			

Summary of Fees for Information Requests Made Under the MFIPPA

If you request information under the Municipal Freedom of Information and Protection of Privacy Act you may be required to pay certain fees. The rules regarding the payment and amount of fees are set out in the Act and its regulations. Typical fee charges are summarized below.

If you are requesting information about yourself, your request is considered a "Personal Information Request." All other information, whether about a person other than yourself or about a government program or activity are considered "General Information Requests." General information requests are charged different fees than personal information requests.

Fee Charges for General Information Requests

Application Fee	\$5.00	Due when you submit request
Search Time	\$7.50 for 15 min (\$30 per Hour)	To search and retrieve records
Preparation Time	\$7.50 for 15 min (\$30 per Hour)	
Photocopying	\$.20 per page	
Reproduction Video / Audio DVDs	\$10.00 per DVD	
Computer Programing	\$60.00 per Hour	

Fee Charges for Personal Information Requests

Application Fee	\$5.00	Due when you submit request
Photocopying	\$.20 per page	
Reproduction Video / Audio DVDs	\$10.00 per DVD	
Computer Programing	\$60.00 per Hour	

You will be provided a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50% deposit.