



## Request to Access Information

Personal information on this form is collected under the authority of Alberta's *Freedom of Information and Protection of Privacy Act* and will be used to respond to your request for information. See instructions for completing this form.

Title (optional)	Last Name	First Name	
Name of Company or Organization (optional)			
Address	City/Town/Village	Province	Postal Code
Telephone Number (daytime) ( )	Telephone Number (evening) ( )	Fax Number ( )	
Email Address			

1. **What kind of information do you want to access?**
- General information (An initial fee of \$25 is required. See instructions for explanation of fees.)
  - Personal information (No initial fee is required for personal information.)

2. **What records do you want to access?** Please provide as much detail as possible. If additional space is required please attach another page.

3. **What is the time period of the records?** Please provide specific dates. (See instructions for details.)

4. **Do you want to:**       receive a copy of the record(s)?      **OR**       examine the record(s)?

Signature	Date
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FOR OFFICE USE ONLY	
Date Received	Request Number
	Comments

# Request to Access Information

## Instructions

You can access many public body records without making a request under the *Freedom of Information and Protection of Privacy Act*. To determine whether you need to make a request under the Act, or if you need help completing the form, contact the FOIP Coordinator at 403-887-2822 Extension 107.

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## About You

In this part of the form enter:

- your last name, first name and preferred title, if any;
- the name of the company or organization you are representing, if applicable;
- your complete address and daytime and evening telephone numbers so that the public body can contact you about the request;
- a fax number or email address where correspondence may be sent.

## About your request

### 1. What kind of information do you want to access?

Check **general** information or **personal** information.

**General information** is information other than personal information (see below). For example, it would include information about a third party.

- There is an initial fee of \$25 (payable to the Summer Villages on Sylvan Lake).
- The Summer Villages do not accept credit card payments at their office. Credit cards may be used through Plastiq on line.
- A fee estimate will be issued prior to processing your request.
- If the total cost of processing your request is more than \$150, you will be asked to pay a deposit of 50%.
- Records will be provided to you when all fees are paid in full.

**Personal information** is your own personal information or the personal information of an individual you are entitled to represent.

- There is no initial fee for accessing your own personal information.
- You must provide proof of identity before records containing your personal information will be released to you.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. guardianship order, power of attorney).
- If the cost of photocopying is more than \$10, you will be notified of the fee.
- Records will be provided to you when all fees are paid in full. Fees are charged in accordance with FOIP Regulations, Sections 11,12,13 & 14.

### 2. What records do you want to access?

- Be as specific as possible in describing the records.
- If you require additional space, continue your description on a separate sheet of paper and attach it to the request form.

**If requesting your own personal information, give:**

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number or other identification number.

**If requesting another person's information, give:**

- the person's full name;
- any other name that the person may have used on the records; and
- any identifying numbers for the person, if you happen to know them.

### 3. What is the time period of the records?

Enter the specific dates or date ranges of the records you want to access (e.g. May 2014 to present).

### 4. Do you want to receive a copy of the record(s) OR examine the record(s)?

Check the appropriate box.

## Your signature

Sign and date the request form.

## Where to send your request

The completed request form, and initial fee if applicable, must be delivered in person or sent to the Summer Villages on Sylvan Lake Administration Office at 2 Erickson Drive, Sylvan Lake, AB, T4S 1P5.