



GUELPH POLICE SERVICE
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT
ACCESS/CORRECTION REQUEST

Note: All access requests must be accompanied by a \$5.00 application fee

I am applying for: Access to my own personal information
 Access to general information – no personal information (e.g. statistics, policies)
 Correction of my own personal information

The record(s) you request may contain personal information of individuals other than yourself. Such personal information can only be released with the consent of those individuals.

1. Can the GPS contact these individuals to ask for consent to release their personal information? Yes No
2. If Yes, do you consent to the GPS releasing **YOUR** identity to the individuals we contact? Yes No

Requester's Information:

Surname: _____ First Name: _____ Middle Initial _____
 Birth date (yy/mm/dd): _____ Home Phone: _____ Work: _____
 Street Address: _____ Apt # _____
 City/Town: _____ Province _____ Postal Code _____
 How was your name recorded at the time the record was created? Same as above Other _____

Provide a detailed description of the record(s) you are requesting, including: dates, types of incident, location, incident number, names of individuals involved.

If requesting a correction in personal information, please attach any supporting documentation

Preferred Method of access to records	Requester's Signature
<input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	

<i>For Institution Use Only</i>		
<i>Date Received (year/month/day)</i>	<i>Receipt Number</i>	<i>FOI Request Number</i>

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 and Privacy Co-ordinator of the Guelph Police Service.