

**Access to Information Request
Form 1**

Personal information on this form is collected under the Newfoundland and Labrador *Access to Information and Protection of Privacy (ATIPP) Act* and will be used to respond to your request. **See instructions below.**

1. ACCESS REQUEST INFORMATION
To Which Public Body Are You Making Your Request? _____

2. APPLICANT INFORMATION
Applicant Name: _____
Organization (where applicable): _____
Address: _____ _____ _____ Postal Code: _____
Daytime Telephone #: () _____
Facsimile #: () _____
E-Mail: _____

3. INFORMATION BEING REQUESTED
What Information Are You Requesting? <i>Please check one</i>
<input type="checkbox"/> My own personal information <i>(For another person's personal information, attach proof of authority)</i>
<input type="checkbox"/> General Information

4. I wish to obtain access to the following information/records (please be specific):
<div style="text-align: right; padding-right: 20px;"><i>If you need more space, attach a separate piece of paper.</i></div>

Applicant's Signature: _____ Date: _____
YYYY-MM-DD

FOR PUBLIC BODY USE ONLY	
Date Received: _____	File #: _____
\$5 Application Fee Received:	Yes No

Instructions

Please

- Make only one request on each application form.
- Describe the records or information you are seeking in as much detail as possible.
- Enclose a cheque or money order for the \$5.00 application fee payable to the public body to which the request is submitted (or, if a government department, payable to the Newfoundland Exchequer).
- Send or deliver this form and the fee to the Access and Privacy Coordinator of the public body most likely to have the records you are seeking.
- Keep a copy for your records.
- Please note that under the authority of section 68 of the *Access to Information and Protection of Privacy Act (ATIPPA)* you may be asked to pay certain additional costs as prescribed by the Minister responsible for ATIPPA, before gaining access to records.
- Please note that if the public body does not respond within 30 days of receipt of this application, you may ask for a review by the Information and Privacy Commissioner, under authority of section 43 of ATIPPA, or you may appeal to the Supreme Court Trial Division.
- The ATIPPA may be viewed in its entirety at <http://www.assembly.nl.ca/Legislation/sr/statutes/a01-1.htm>
- Further information about making a request for access is available on the Access to Information and Protection of Privacy Coordinating Office website that may be found at <http://www.justice.gov.nl.ca/just/info/index.html>.

Personal information collected on this form is protected by the *Access to Information and Protection of Privacy Act* and will be used only to respond to this request. Inquiries about the use and protection of this personal information should be directed to the Access and Privacy Coordinator of the public body to whom the application is sent.