**Request Form**

under the *Freedom of Information and Protection of Privacy Act/ Municipal Freedom of Information and Protection of Privacy Act*

Please Note: A $5.00 application fee is required for all requests.

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| **Request for:**  Access to General Records  Access to Own Personal Information  Correction to Own Personal Information | **Name of Institution request made to:**  The Town of Carleton Place  175 Bridge Street  Carleton Place ON K7C 2V8 |

If request is for access to, or correction of, own personal information records:

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| Mr.  Mrs.  Ms.  Miss | Last Name: Last Name |
| First Name: First Name | Middle Name: Middle Name |
| Address: Address | City/Town: City or Town |
| Province: Province | Postal Code: Postal Code |
| Telephone Number (Day): Daytime Telephone Number | Telephone Number (Evening: Evening Telephone Number |

Last name appearing on records:  same as below, or: New last name.

Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person 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 require that a statement of disagreement be attached to your personal information. Detailed Description of requested records, personal information or personal information to be corrected

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| Preferred method of access to records:  Examine Original  Receive Copy | Signature:  Signature | Date:  Signature |

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| **For Institution Use Only** |  |  |
| Date Received: Date Received: | Request Number: Request Number: | Comments: Comments: |

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/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 Freedom of Information and Privacy Co-ordinator at the institution where the request is made.