

# ACCESS/CORRECTION REQUEST

## Municipal Freedom of Information and Protection of Privacy Act



Request For:

- ☐ Access to General Records  
☐ Access to Own Personal Information  
☐ Correction of Own Personal Information

Name of Institution Request Made To:

Peterborough Police Service  
500 Water Street, PO Box 2050  
Peterborough, Ontario K9J 7Y4  
(705) 876-1122

A \$5.00 Application Fee Must Accompany EACH REQUEST

### DETAILS

Last Name		First Name		Middle Name	Date of Birth
Address (Street/Apt. No.)			City or Town		Province
Postal Code	Telephone No.		Can a message be left at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How was your name recorded at the time the record was created?			E-mail Address		

*Detailed description of requested records, personal information records or personal information to be corrected.*

#### **Please read:**

The record(s) you have requested may contain the personal information of individuals other than yourself (for example, victim, accused, witnesses). Pursuant to section 21 of 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?** Yes ☐ No ☐

**If yes, do you consent to our releasing your identity to the individuals we contact?** Yes ☐ No ☐

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.

Preferred Method of Access to Records <input type="checkbox"/> Pick-up <input type="checkbox"/> Electronic <input type="checkbox"/> Mail	Signature	Date
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### FOR INSTITUTION USE ONLY

Date Received	Request Number	Comments
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Personal information contained on this form is collected pursuant to section 17 of the 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 Office at 705-876-1122, extension 213 or by email [foi@peterboroughpolice.ca](mailto:foi@peterboroughpolice.ca). Please visit [www.peterboroughpolice.com](http://www.peterboroughpolice.com) for more information.