



## Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) - Access/Correction Form

**Please note:**

An access/correction request for information will be processed in accordance with the time limits set out in the MFIPPA and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.

If paying by cheque, please make the cheque payable to the "City of Ottawa".

Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

**Part A: To be completed in full by the Requester**

<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	<b>Directed to:</b> City of Ottawa Access to Information & Privacy Office 110 Laurier Avenue West Ottawa, Ontario K1P 1J1      Mail Code: 01-98
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**Details**

Last Name		First Name	
Address	City	Province	
Postal Code	Telephone - Day	Telephone - Evening	
Email			

Detailed description of requested records, personal information records or correction of personal information:  
 (If request is for correction of personal information, please indicate the desired correction and attach any supporting documentation.)

Preferred method of access to records: <input type="radio"/> Receive Paper Copy <input type="radio"/> Examine Original (on-site only)	Signature:	Date (yyyy/mm/dd):
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**Part B: For Office Use Only**

<input type="checkbox"/> \$5.00 Application Fee Received	Date Application Fee Received:	YYYYY/MM/DD	Received By:	Ext. #:
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Comments:

Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection should be directed to the City of Ottawa, Access to Information & Privacy Office, 110 Laurier Ave. West, Ottawa, Ontario, K1P 1J1, 613-580-2424, ext. 21898.



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### Summary of Fees for Information Requests Under the Municipal Freedom of Information and Protection of Privacy Act

**Note:**

If you are requesting information about yourself, your request is considered a "personal information request". All other requests for information, whether about a person other than yourself, or about a government program or activity, are considered "general information requests".

#### Fee Charges for Requests for General Information

**If paying by cheque, please make the cheque payable to the "City of Ottawa".**

Application Fee: \_\_\_\_\_ \$5.00 to be paid when you submit your request  
Search Time: \_\_\_\_\_ \$7.50 per ¼ hour required to search and retrieve records  
Record Preparation: \_\_\_\_\_ \$7.50 per ¼ hour required to prepare records for release  
Photocopying: \_\_\_\_\_ \$0.20 per page  
Computer Programming: \_\_\_\_\_ \$15.00 per ¼ hour to develop program to retrieve information  
CD: \_\_\_\_\_ \$10.00 per CD

#### Fee Charges for Requests for Personal Information

**If paying by cheque, please make the cheque payable to the "City of Ottawa".**

Application Fee: \_\_\_\_\_ \$5.00 to be paid when you submit your request  
Photocopying: \_\_\_\_\_ \$0.20 per page  
Computer Programming: \_\_\_\_\_ \$15.00 per ¼ hour develop program to retrieve information  
CD: \_\_\_\_\_ \$10.00 per CD

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50% deposit. Please note that the fee charges are prescribed by section 45 of the Municipal Freedom of Information and Protection of Privacy Act and section 6 of the Regulations and Guidelines for Municipalities and Local Boards. All monies are payable by cash, money order or certified cheque only.

**Please forward your request and the \$5.00 application fee, directly to the City of Ottawa, Access to Information & Privacy Office, 110 Laurier Avenue West, Ottawa, ON K1P 1J1**