



OTTAWA POLICE SERVICE SERVICE DE POLICE D'OTTAWA

FREEDOM OF INFORMATION 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.

REQUEST FOR		NAME OF INSTITUTION REQUEST MADE TO			
Access to general records Access to own personal information Correction of own personal information		Ottawa Police Service			
If the request is for access to , or correction of , own personal information records: Last name appearing on records: same as below, or:					
YOUR INFORMATION					
LAST NAME			DATE OF BIRTH		
FIRST NAME			MIDDLE NAME		
ADDRESS					
CITY/TOWN		PROVINCE		POSTAL CODE	
TELEPHONE NUMBER			EMAIL		
DESCRIPTION OF REQUEST					
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 personal 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.					
SIGNATURE				DATE	

EACH REQUEST MUST BE ACCOMPANIED BY THE \$5.00 APPLICATION FEE. CHEQUE OR MONEY ORDERS SHOULD BE MADE PAYABLE TO THE TREASURER OF THE CITY OF OTTAWA.

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 Coordinator at the institution where the request is made.