



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: ☐ Access to General Records ☐ Access to Own Personal Information ☐ Correction to Own Personal Information	Name of Institution request made to: OTTAWA POLICE SERVICE
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If request is for **access to**, or **correction of**, own personal information records:

Last name appearing on records: ☐ same as below, or: _____

Please write clearly in all the fields	
Last Name: _____	
First Name: _____	Middle Name: _____ DOB: _____
Address: (Street/Apt. No./P.O. Box/R.R. No.) _____	City/Town: _____
Province: _____	Postal Code: _____
Telephone Number (Day): () _____	Telephone Number (Evening): () _____

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.

Signature: _____	Date: _____
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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 Co-ordinator at the institution where the request is made.

