



Request for Access to Records

You may make a request for access to records without using this form, provided you do so in writing. Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of responding to your request. There may be a cost associated with this request.

APPLICANT'S INFORMATION			
Last Name	First Name	Company Name (if applicable)	
Address	City/Town	Province	Postal Code
Day Phone Number	Alternate Phone Number	Email Address	
DETAILS OF REQUESTED INFORMATION			
Name of Department(s) where you are directing your request:		Time period of the records:	
		From (mm/dd/yyyy)	To (mm/dd/yyyy)
Describe the records you are requesting. Be as specific as possible. (Please specify any Ref # or File #, if known.)			
<input type="checkbox"/> Are you requesting access to another person's personal information? (Please attach the appropriate signed consent for disclosure or proof of authority.)		Preferred method of access to records: <input type="checkbox"/> Examine Original or <input type="checkbox"/> Receive Copy	
SIGNATURE			
Your signature			Date signed: YY/MM/DD
This information is collected for administrative and/or operational functions of the City of Colwood as authorized by the <i>Local Government Act</i> . It will be used and maintained, in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> . Please contact Corporate Services if you have any questions at 250-478-5999.			
YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING.			

Once completed, please submit by mail, in person or by email to:

Corporate Services, City of Colwood,
 3300 Wishart Road, Colwood, BC V9C 1R1
 email: corporateservices@colwood.ca