



# Access Request Form under the Municipal Freedom of Information and Protection of Privacy Act

Submit Completed Requests to: City of Kawartha Lakes  
Office of the City Clerk  
26 Francis Street, PO Box 9000  
Lindsay, ON K9V 5R8

MFIPPA requires that a \$5.00 fee be attached to all access requests.  
Additional fees or documentation may also be required.

**Request for:**

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

**First Name:**

**Last Name:**

**Address:**

**City/Town/Village:**

**Province:**

**Postal Code:**

**Telephone Number:**

**Email:**

**Preferred method of access to records:**

- Examine Original       Receive Copy

Detailed description of the requested records or files, or personal information to be corrected.  
(Suggestion: A numbered list of records is clearer to staff than a list of questions)

What are the dates of the information you are requesting, if applicable (use date format yyyy-mm-dd):

**From:**

**To:**

If request is for access to, or correction of, own personal information records the last name appearing on the records is:

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:**

For Institution Use Only

**Date Received:**

**Request Number:**

**Comments:**

## Fees for Requests for General Information:

Requests for information, whether about a person other than yourself or about a government program or activity are considered "general information requests". The following fees apply to requests for general information.

**Mandatory Application Fee:** \$5.00 to be paid when you submit your request.

**Search Time:** \$30.00 per hour required to search and retrieve records.

**Record Preparation (i.e. severing):** \$30.00 per hour required to prepare records for release.

**Photocopying:** \$0.20 for each page (Requestor's copy only).

**Memory Devices:** \$10.00 for each memory device (up to 4GB)

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and/or the Personal Health Information Act and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk or Deputy-Clerk at 705-324-9411 extension 1295 or 1322.