



# Hamilton Police Service

## Municipal Freedom of Information and Protection of Privacy Act

### ACCESS/CORRECTION REQUEST

<b>REQUEST FOR:</b> <input type="checkbox"/> ACCESS TO OWN PERSONAL INFORMATION <input type="checkbox"/> ACCESS TO GENERAL RECORDS <input type="checkbox"/> CORRECTION OF OWN PERSONAL INFORMATION	<b>NAME OF INSTITUTION REQUEST MADE TO:</b> <b>HAMILTON POLICE SERVICE</b> EACH SEPARATE REQUEST MUST BE ACCOMPANIED BY THE \$5.00 APPLICATION FEE: CASH, DEBIT, M/C, VISA AND MONEY ORDERS SHOULD BE MADE PAYABLE TO THE HAMILTON POLICE SERVICE
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LAST NAME APPEARING ON RECORDS <input type="checkbox"/> SAME AS BELOW	
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#### DETAILS

LAST NAME	FIRST NAME	MIDDLE NAME	GENDER	DATE OF BIRTH Y Y M M D D
ADDRESS (NUMBER)	STREET	APT./UNIT	MUNICIPALITY	
PROVINCE	POSTAL CODE	AREA	TELEPHONE (DAYS)	AREA TELEPHONE (NIGHTS)

PROVIDE A DETAILED DESCRIPTION OF THE RECORD(S) YOU ARE REQUESTING, INCLUDING: DATES, TYPES OF INCIDENT, LOCATION, INCIDENT NUMBER, NAMES OF INDIVIDUALS INVOLVED, OFFICER'S NAME AND BADGE NUMBER.

**NOTE:** IF YOU ARE REQUESTING A CORRECTION OF PERSONAL INFORMATION, PLEASE INDICATE THE DESIRED CORRECTION AND, IF APPROPRIATE, ATTACH ANY SUPPORTING DOCUMENTATION.

SIGNATURE	Y Y M M D D
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#### FOR OFFICE USE ONLY

IDENTIFICATION VERIFIED BY:	EMPLOYEE #	DATE RECEIVED Y Y M M D D
REQUEST NUMBER	COMMENTS	

# HOW TO FILL OUT THE F.O.I. APPLICATION FORM

## (Access / Correction Request)

### Did you...

\* Fill in your date of birth?

\* Fill in your full name, address and telephone number?

\* Did you clearly describe what you are asking for?

You must be specific and tell us what you want. Do you want a copy of a report? If so, write it down, don't just describe an incident. List all particulars, i.e. date, time, occurrence number, officer's name & badge number, name of other individuals involved, etc.

\* Did you read the section starting with "Note"? And did you answer the questions?

\* Sign the form.

\* Pay your \$5.00 application fee for each request?

Remember, incomplete details on the form or insufficient funds will delay the processing of your request.

Once the application is received, you will hear from the F.O.I. Branch within 30 days or up to 90 days in circumstances where we are required to contact other individuals. Personal information must be picked up at Central Police Station, with proper identification. A further fee may apply at this time. This time frame is legislated by the **Municipal Freedom of Information and Protection of Privacy Act**.

### **FOR OFFICE USE ONLY:**

This form is not intended for use by lawyers or insurance companies. For lawyers or insurance companies, the following is required:

1. cover letter
2. consent (same as used by MVC Clerk)
3. fee