



# 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 occurrence. 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