



The Corporation of the Town of LaSalle

Request for Information

Municipal Freedom of Information and Protection of Privacy

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Please Note: All applications must be accompanied by payment of \$5.00 (payable in cash, cheque, debit or money order) Additional fees apply for photocopying and administrative research time (listed at bottom of page) Applications must be received in person. Faxes and emails cannot be accepted.
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Address: _____ #, Street Name _____ RR# _____ City, Prov., Postal Code	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss Last Name: _____ First Name: _____ Middle Name: _____
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Daytime Telephone Number: _____	Evening Telephone Number: _____
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Please provide a detailed description of the records requested, 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 personal information, if known).

Preferred method of access to records:	<input type="checkbox"/> Examine Original	<input type="checkbox"/> Receive Copy
Signature	Date (dd/mm/year)	

For Institution Use Only		
Date Received:	Request Number:	Comments:

Personal information contained on this form is collected pursuant to the 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 Coordinator at 519 969 7770 ext. 1223.

Additional Fees:			
Access to Records in accordance with Town of LaSalle Policy			
Photocopying or computer printouts	\$0.20 per page	Floppy Disks or CD's	\$10.00 each
Searching for records	\$7.50 per 15 minutes	Developing computer program	\$15.00 per 15 minutes
Record preparation	\$7.50 per 15 minutes	Certification of documents	\$40.00 each
Access to Your Own Records in accordance with Town of LaSalle Policy			
Photocopying or computer printouts	\$0.20 per page	Floppy Disks or CD's	\$10.00 each
Developing computer program	\$15.00 per 15 minutes	Certification of documents	\$40.00 each