



Guelph Police Service

ACCESS/CORRECTION REQUEST

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Please Note:

- A \$5.00 application fee is required for all requests. Additional processing fees may apply.
- This Access/Correction Request will be processed in accordance with the timelines set out in MFIPPA upon receipt of the \$5.00 application fee.

Please PRINT

I am applying for: Access to general records
 Access to my own personal information
 Correction to my own personal information

The record(s) you request may contain personal information of individuals other than yourself. Such personal information can only be released with the consent of those individuals.

1. Can the GPS contact these individuals to ask for consent to release their personal information? Yes No
2. If **Yes**, do you consent to the GPS releasing **YOUR** identity to the individuals we contact? Yes No
(You are not required to release your identity under MFIPPA)

If this request is for **access to**, or **correction of**, own personal records:
The last name appearing on the records is same as below or _____

Name	Surname	First Name			Middle Name	
Date of Birth	YY	MM	DD	Contact Telephone Number	Can a message be left at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address	Number/Unit		Street	City	Province	Postal Code

Provide a detailed description of the record(s) you are requesting, including: dates, type of incident, location, incident number, names of individuals involved.

If requesting a correction in personal information, please indicate the desired correction and attach any supporting documentation.

Preferred Method of access to records: <input type="checkbox"/> Examine Original (on-site only) <input type="checkbox"/> Receive Copy	Requestor's Signature:	Date (YY/MM/DD)
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For Institution Use Only			
<input type="checkbox"/> \$5.00 Application Fee Received by:	Date Received (YY/MM/DD)	Receipt Number	FOI Request Number

Personal information contained on this form is collected pursuant to s.17 of MFIPPA and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Information and Privacy Legal Assistant at (519) 824-1212 ext. 7270. Please visit our Website at www.guelphpolice.com