

Please see reverse for instructions

Applicant

Surname: _____ First Name: _____

Address: _____

_____ Postal Code: _____

Daytime Telephone Number: _____ Fax Number: _____

What Information Are You Requesting? Please check one ✓

My own personal information

Personal information for another

General information

person (*Attach proof of authority*)

I wish to obtain access to the following records:

Applicant's Signature: _____

FOR PUBLIC BODY USE ONLY

Date Received: _____ Number: _____

INSTRUCTIONS

Please

- Make only one request on each application form.
- Describe the records or information to which you want access in as much detail as possible.
- Send or take this form to the Access and Privacy Coordinator of the public body most likely to have the records you wish access to. Addresses of Coordinators are provided in the ***Access and Privacy Directory*** found in most public body offices and public libraries, or on the **Internet** at www.gov.mb.ca.

The addresses may also be obtained by calling the

- Government Records Office (945-3738 or toll free in Manitoba 1-800-617-3588)

or

- Citizens' Inquiry Service (945-3744 or toll free in Manitoba 1-800-282-8060)

- Keep a copy for your records.
- Note that you may be asked to pay certain costs as prescribed by Regulation, before gaining access to records.
- Note that if the public body does not respond within 30 days of receipt of this application, or if the public body extends this 30-day time period under subsection 15(2) of the Act, you may file a complaint with the Office of the Ombudsman.

**Personal information collected on this form is protected by
The Freedom of Information and Protection of Privacy Act
and will be used only to respond to this request.
Inquiries about the use and protection of this personal information
should be directed to the Access and Privacy Coordinator
of the public body to whom the application is sent.**