



# Request to Access Information

Personal information on this form is collected under British Columbia's *Freedom of Information and Protection of Privacy Act* and will be used to respond to your request. See instructions for completing this form.

<b>About you</b>	Title <i>(optional)</i>		Last Name		First Name	
	Name of Company or Organization <i>(if applicable)</i>					
	Mailing Address		Street		City/Town/Village	
					Province	
					Postal Code	
Telephone Number <i>(daytime)</i>		Telephone Number <i>(evening)</i>		Fax Number		
( )		( )		( )		
E-mail Address						

**About your request** 1. What kind of information do you want to access?

- General information
- Your own personal information

2. To which public body are you making your request?

**The City of Vancouver**

3. Do you want to:  receive a copy of the record? **OR**  examine the record?

**About the information you want to access** 1. What records do you want to access? Please give as much detail as possible. *(If you want access to your own personal information, be sure to give all your previous names. For another person's information, you must attach proof that you can legally act for that person.)*

2. What is the time period of the records? Please give specific dates. *(See instructions for details.)*

<b>Your signature</b>	Signature		Date	

FOR OFFICE USE ONLY	
Date Received	Request Number
	Comments

# Request to Access Information Instructions

You can access many public body records without making a request under the *Freedom of Information and Protection of Privacy Act (FOIP Act)*. To determine whether you need to make a request under the Act or if you need help completing the form, contact the Information and Privacy Office at the City of Vancouver: [FOI@vancouver.ca](mailto:FOI@vancouver.ca)

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## About you

In this part of the form enter:

- your last name, first name and preferred title, if any;
- the name of the company or organization you are representing, if applicable;
- your complete mailing address and daytime and evening telephone numbers so that the public body can contact you about the request;
- an e-mail address, if any, where correspondence may be sent.

## About your request

If you need help to find out what records the City of Vancouver has, contact [FOI@vancouver.ca](mailto:FOI@vancouver.ca)

1. What kind of information are you requesting?  
Check **general** or **personal** information.

### General information

- If the record search and compilation will take more than 3 hours of staff time to complete, you will be provided with a fee estimate before processing begins.
- In order for the request to proceed, you must pay a 50% deposit.
- The records are provided when the fee is paid in full.

### Personal information

- You must provide proof of your identity before records containing your personal information are released to you.
  - If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).
  - There is no fee for accessing your own personal information.
2. This is completed already.
  3. Check the appropriate box indicating whether you want to receive a copy of the record or examine the record.

## About the information you want to access

1. What information are you requesting?
  - Be as specific as possible in describing the records.
  - If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

If you are requesting your own personal information, give:

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number, case number or other identification number.

If you are requesting another person's information, give:

- the person's full name;
- any other name that person may have used on the records; and
- any identifying numbers for the person, if you know them.

If you are requesting records for another person, you will have to provide proof that you have authority to act for that person.

2. Enter the time period of the requested records. (e.g. if you want records for the period January 1, 1998 to August 31, 2000, enter those dates. If you want records from August 1997 to present, enter "August 1997 to present.")

## Your signature

Sign and date the form - electronic signature is fine. Email it to [FOI@vancouver.ca](mailto:FOI@vancouver.ca) for immediate processing.

You may also send it by fax to: Corporate Information and Privacy Office, (604) 873-7419 or by mail to: City of Vancouver, Corporate Information and Privacy Office, City Clerk's Department, 453 West 12<sup>th</sup> Avenue, Vancouver, BC V5Y 1V4.

Forms can also be submitted in person at the City Clerk's Reception Desk, 3<sup>rd</sup> Floor City Hall, 453 West 12<sup>th</sup> Avenue, Vancouver, BC.