

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

About you

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

About your request

1. What kind of information do you want to access?

- General information (An initial fee of \$25 is required – see instructions for explanation of fees.)
- Your own personal information (No initial fee is required for personal information.)

2. To which public body are you making your request? (Please fill in the name of the public body that has the records you wish to access. For a complete listing of public bodies, consult the Directory of Public Bodies on the FOIP website at foip.alberta.ca.)

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.)

Your signature

Signature	Date
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Where to send your request

Send your completed request form, and initial fee if applicable, to the FOIP Coordinator of the public body that has the records you wish to access. For contact information, consult the Directory of Public Bodies on the FOIP website at foip.alberta.ca.

FOR OFFICE USE ONLY	
Date Received	Request Number
	Comments