Access/Correction Request

Freedom of Information and Protection of Privacy

Request for:		Name of Institution/Agency:					
Access for General Records Access to Own Personal Records			BRANTFORD	BRANTFORD POLICE SERVICE			
Correction to Own Personal Information							
If request is for access to, or	r correction of	of, own personal inforr	nation records:				
Last name appearing on rec	cords: s	same as above or >					
DFTAII S							
Last Name F	irst Name	Middle Name		Mr. G	Mrs. G	Ms. G	Miss
					DATE OF	BIRTH -	
Address (Street/Apt No./P.O.	City/Town Province						
Postal Code	Telephone Number(s)						
		Day > ()		E	evening > ()
known)							
If the record you request include	les the person	al information of another	person, and where it	appears that the	e release of t	his informat	ion may
be an unjustified invasion of th	at individual=s	privacy, the institution r	nust notify that person	. This process	allows the otl	her person(s) an
opportunity to respond to expre	ess any concer	rns which he/she may h	ave regarding the rele	ase of their info	rmation to the	e requester.	
Do you consent to the release	of your name	as REQUESTER to any	person who is affecte	d by your reque	st? Yes	G N	o G
If the record requested contains	s the personal	information of another p	person, would a copy of	of the record with	n all third par	rty information	on
edited satisfy your request.	Yes G	No G					
NOTE: If you are requesting a	correction of p	personal information, plea	ase indicate the desire	d correction and	, if appropria	te, attach a	ny
supporting documentation. You	u will be notifie	ed if the correction is no	t made and you may r	equire that a sta	tement of dis	sagreement	be
attached to your personal information	mation.						
Preferred Method of access to	records	Sign	ature			Date	

	Examine Original Receive Copy							
Year Month Day								
For Institutional / Agenc	y Use Only							
Date Received	Request Number	Comments						
year month day								

Personal information contained on this form is collected pursuant to freedom of information and Protection of Privacy legislation and is used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the Institution where the request is made.

BPS-101-08/03 AA@

SUMMARY OF FEES FOR INFORMATION REQUESTS UNDER THE

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION PRIVACY ACT

Agency: Brantford Police Service

If you request information under the Municipal Freedom of Information and Protection of Privacy act you may be required to pay certain fees. The rules regarding the payment and amount of fees are set out in the Act and its regulations. Typical fee charges are summarized below.

If you are requesting information about yourself, your request is considered a "personal information request". All other requests for information, whether about a person other than yourself or about a government program or activity are considered "general information requests.

FEE CHARGES FOR REQUESTS FOR GENERAL INFORMATION

APPLICATION FEE: \$5.00 TO BE PAID IN CASH OR MONEY ORDER TO POLICE

AGENCY WHEN SUBMITTED.

SEARCH TIME: \$7.50 1/4 HOUR TO SEARCH AND RETRIEVE RECORDS.

RECORD PREPARATION: \$7.50 1/4 HOUR REQUIRED TO PREPARE RECORDS FOR

RELEASE.

PHOTOCOPYING: \$0.20 A PAGE.

COMPUTER PROGRAMMING: \$15.00 1/4 HOUR IF NEEDED TO DEVELOP PROGRAM TO RETRIEVE

INFORMATION.

FLOPPY DISKS: \$10.00 FOR EACH DISK.

VIDEO CASSETTE: \$80.00 FOR FIRST HOUR OR PART OF HOUR

\$40.00 FOR EACH ADDITIONAL HOUR OR PART OF HOUR

APPEAL: \$25.00

FEE CHARGES FOR REQUESTS FOR PERSONAL INFORMATION

APPLICATION FEE: \$5.00 TO BE PAID IN CASH OR MONEY ORDER TO POLICE

AGENCY WHEN SUBMITTED.

PHOTOCOPYING: \$0.20 A PAGE.

COMPUTER PROGRAMMING: \$15.00 1/4 HOUR IF NEEDED TO DEVELOP PROGRAM TO RETRIEVE

INFORMATION.

FLOPPY DISKS: \$10.00 FOR EACH DISK.

VIDEO CASSETTE: \$80.00 FOR FIRST HOUR OF PART OF HOUR

\$40.00 FOR EACH ADDITIONAL HOUR OR PART OF HOUR

APPEAL: \$10.00

THE ABOVE NOTED FEE SCHEDULE IS IN ACCORDANCE WITH SECTION 45(1) OF THE MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you will be required to pay a 50% deposit.

For further information about fees that may be charged, contact the Freedom of Information and Privacy Coordinator at the Brantford Police Service.

BPS-101-08/03 "B"