



Municipal Freedom of Information and Protection of Privacy Act

APPLICATION FORM

Please note:

- An access/correction request for information will be processed in accordance with the time limits set out in the MFIPPA and regulations. The time limit to respond to your inquiry will begin from the date the request and the **mandatory \$5.00 application fee** are received.
- If paying by cheque, please make the cheque payable to the “Township of Perth South”.
- Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

Part A: To be completed in full by the Requester		
Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information <input type="checkbox"/>		Directed to: Privacy Co-ordinator (Clerk’s Department) Township of Perth South 3191 Road 122 St. Pauls, ON N0K 1V0
Details		
Last Name	First Name	
Address	City	Province
Postal Code	Telephone - Day	Telephone - Evening
E-mail		
Detailed description of requested records, personal information records or correction of personal information: (If request is for correction of personal information, please indicate the desired correction and attach any supporting documentation. If more space is needed please attach an additional page)		
Preferred method of access: Receive Copy <input type="checkbox"/> Examine Original (on-site only) <input type="checkbox"/>	Signature:	Date:



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Part B: For Office Use Only			
Request #	Date Application Fee Received:	Received By:	Ext. #:
Comments			

Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions regarding collection should be directed to the Privacy Co-ordinator (Clerk's Department), Township of Perth South, 3191 Road 122, St. Pauls, ON, N0K 1V0, 519-271-0619 x224.

Note:

If you are requesting information about yourself, your request is considered a "personal information request".

Fee Charges for Requests for General Information

If paying by cheque, please make the cheque payable to the "Township of Perth South".

- Application Fee: \$5.00 to be paid when you submit your request
- Search Time: \$7.50 per ¼ hour required to search and retrieve records
- Record Preparation: \$7.50 per ¼ hour required to prepare records for release
- Photocopying: \$0.25 per side
- Computer Programming: \$15.00 per ¼ hour to develop program to retrieve information
- CD: \$10.00 per CD

Fee Charges for Requests for Personal Information

If paying by cheque, please make the cheque payable to the "Township of Perth South".

- Application Fee: \$5.00 to be paid when you submit your request
- Photocopying: \$0.25 per side
- Computer Programming: \$15.00 per ¼ hour develop program to retrieve information
- CD: \$10.00 per CD

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 may be required to pay a 50% deposit. Please note that the fee charges are prescribed by section 45 of the *Municipal Freedom of Information and Protection of Privacy Act*. **All monies are payable by cash, debit, money order or certified cheque only.**