

The personal information collected on this form will be used to respond to your access to information request. This collection is authorized by section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact the Records & Information Management unit at 780-939-4361 or email records@morinville.ca.

See instructions below for completing this form.

Applicant	Last Name		First Name	
	Enter Last Name		Enter Last Name	
	Name of Company or Organization (if applicable)			
	Enter Company or Organization Name			
	Mailing Address			
	Enter Your Address		Enter Province Name	Enter Postal Code
	Telephone Number (daytime)		Telephone Number (Evening)	
	Enter Phone Number		Enter Phone Number	
	Email Address			
Enter Email Address				
Type of Request	1. What kind of information do you want to access?		☐ General information (An initial fee of \$25 is required-see instructions for fees.) ☐ Your own personal information (No initial fee is required for personal information.) ☐ Another person's information (You must attach proof that you can legally act for that person.)	
	2. Do you want to:		☐ Receive a copy of the record? OR ☐ Examine the record?	
About the information you want to access	What records do you want to access? Please give as much detail as possible. (If your own personal information, be sure to give all your previous names.)			
	What is the time period of the records? Please give specific dates. (See instructions for details.)		Enter Time Period of Records	
Delivery Options	☐ Mail ☐ E-Mail			
Your Signature	Signature		Date	
			Click enter a date	
Where to send your request	Send completed request form, and initial fee if applicable, to the Records & Information Management team at records@morinville.ca			

FOR OFFICE USE ONLY	
Request No.	Processed by:
Proof of Identification ☐ Driver's Licence ☐ Other:	Comments

Access to Information Request Form

You can access many public body records without making a request under the Access to Information Act. To determine whether you need to make a request under the Act or if you need help completing the form, contact the ATI Coordinator of the public body to which you are making the request.

How to make a request

To obtain access to a record, a request must:

- be in writing;
- be submitted to the public body the applicant believes has custody or control of the record;
- provide enough detail to enable the public body to locate and identify the record within a reasonable time with reasonable effort; and
- be accompanied by a fee where a fee is required under this Act.

Responses to the request are typically within 30 business days from receiving the request unless an extension is required.

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 contact information so that we can contact you about the request;
- an e-mail address, if any, where correspondence may be sent.

About your request

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

Check general or personal information.

General information is information other than your own personal information (see below).

- There is an initial fee of \$25.00.
- For a request, make the cheque payable to the Town of Morinville. Do not include your credit card information in the mail or email.
- Additional fees may apply, if the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit.
- The records are provided when the fee is paid in full.

Personal information can only be made for your own personal information or for personal information of an individual you are entitled to represent.

- There is no initial fee for accessing your own personal information.
- If the cost of photocopying is more than \$10, you will be notified of the fee.

Continuing request You may indicate in a request that the request, if granted, continues to have effect for a specified period of up to 2 years.

- The initial fee is \$50.00.
- You must pay any additional costs as the information becomes available.

2. Do you want to receive a copy of the record or examine the record?

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 records do you want to access?

- 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 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 requesting another person's information, give:

- the person's full name;
- any other name that person may have used on the records;
- any identifying numbers for the person, if you know them; and
- proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).

2. What is the time period of the records?

Enter the specific dates or date ranges of the records you want to access (e.g. January 1, 2025 to August 31, 2025.)

Your signature Sign and date the form.

Where to send your request

Send your completed form, and initial fee if applicable, to the <mailto:records@morinville.ca>