Application for Access / Correction to Records

Municipal Freedom of Information and Protection of Privacy

(To be completed only if standard practice prohibits access to requested records)

Request for:	Return completed application, along with $5.00 processing fee, to:
☐ Access to General Records ☐ Access to Own Personal Information ☐ Correction of Own Personal Information	Municipal Clerk Municipality of Clarington 40 Temperance Street, 2nd Floor Bowmanville, ON L1C 3A6 905-623-3379

If request is for access to, or correction of, own personal information records:
Last name appearing on records: ☐ same as below **or** »

Details

Last Name	First Name	Middle Name
Address	City or Town	Province
Postal Code	Telephone Day	Evening

Detailed description of requested records, personal information records or personal information to be corrected. (If requesting access to your own personal information, identify the personal information bank or record containing the personal information.

Note: If you are requesting a correction of personal information, indicate the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Signature	Date Day	Month	Year

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Municipality of Clarington's Freedom of Information and Privacy Coordinator, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by telephone at 905-623-3379.

For Municipality of Clarington Use

Date Day	Month	Year	Request Number	Comments	Application Fee ☐ Cash ☐ Cheque