

# *Municipal Freedom of Information & Protection of Privacy (MFIPPA) Request Form*

**Please note: There is a fee of \$5.00, per subject matter, to file an access request**

*- An access/correction request for information will be processed in accordance with the time limits set out in the Municipal Freedom of Information and Protection of Privacy Act and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.*  
*- 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

Access to Own Personal Information

Correction of Own Personal Information

**Directed to:**

**MFIPPA Co-ordinator  
Town of Amherstburg  
271 Sandwich St. South  
Amherstburg, ON N9V 2A5**

If request is for **access to**, or **correction of** own personal information records, indicate if the last name appearing on records is:  same as below or: \_\_\_\_\_

**DETAILS**

Last Name  First Name  Middle

Address  City or Town  Province  Postal Code

Telephone Number:  E-mail Address:

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. 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.)

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Preferred access to records:  
 Receive Copy   
 Examine Original

Date received:

Signature:

## **PART B: For Office Use Only**

**Date Fee Received:**

**Request #:**

**Final Response Date:**

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 about this collection should be directed to the Clerk for the Town of Amherstburg at (519) 736-0012.