

 <p>CRD Making a difference...together</p>	<p>FOI & Privacy Office Capital Regional District 625 Fisgard Street, PO Box 1000 Victoria, BC, Canada V8W 2S6</p> <p>T: 250.360.3000 foipp@crd.bc.ca www.crd.bc.ca</p>	<p>FOR CRD USE ONLY Request Number _____</p>
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FOI ACCESS REQUEST

PART 1 - Request under the *Freedom of Information and Protection of Privacy Act* for:

- Access to records on a particular subject
- Access to own personal information
- Access by an authorized party to information about another individual

PART 2 – Applicant’s Information

Last Name		First and middle name(s)	
Apt. No / PO Box	Street number and name		
City	Province	Postal code	
Day Phone or Cellular No.	E-mail address		

PART 3 – Information Requested (Please describe the records you are requesting, including applicable date range. Be as specific as possible, as this will assist the request process. Attach a separate sheet if the space below is not sufficient.)

ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? YES NO
IF YES, PLEASE ATTACH, AS APPROPRIATE:

(a) That person's signed consent for disclosure OR (b) Proof of authority to act on that person's behalf.

<p>REQUESTED INFORMATION TO BE: (Choose one option)</p> <input type="checkbox"/> 1. Picked up from Fisgard Office by you (ID required) <input type="checkbox"/> 2. Secure electronic transfer to your email address provided <input type="checkbox"/> 3. Mailed by regular or registered post to address provided at your cost	<p>YOUR SIGNATURE</p>	<p>DATE SIGNED (DD/MM/YY)</p>
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The Act provides that we must respond within 30 business days of receipt of your request, except in special circumstances where limited extensions may be made. Pursuant to the Act and to our Bylaw No. 3945 there may be a charge to process the request. We will provide you with a fee estimate, if applicable, within 20 business days of receiving your request.

YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING. Personal information contained on this form is collected under section 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of responding to your request. Enquiries about the collection or use of this information can be directed to the Manager, FOI and Privacy at the address above.