



The Corporation of the District of Saanich

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
REQUEST FOR ACCESS TO RECORDS

FOI Request No.

APPLICANT'S INFORMATION

Form with fields: LAST NAME, FIRST NAME, COMPANY NAME (if applicable), ADDRESS, CITY/TOWN, PROVINCE, POSTAL CODE, DAYTIME PHONE NUMBER, ALTERNATE PHONE NUMBER, EMAIL ADDRESS (optional)

DETAILS OF RECORDS REQUESTED

Form with fields: NAME OF DEPARTMENT(S) TO WHICH YOU ARE DIRECTING YOUR REQUEST, TIME PERIOD OF THE RECORDS: FROM (mm/dd/yyyy), TO (mm/dd/yyyy)

DESCRIPTION OF RECORDS (PLEASE BE AS SPECIFIC AS POSSIBLE)

PLEASE SPECIFY ANY REFERENCE OR FILE NAME IF KNOWN:

Form with checkboxes: ARE YOU REQUESTING ACCESS TO PERSONAL INFORMATION OR ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION BY AUTHORIZED PARTY, PREFERRED METHOD OF ACCESS TO RECORDS: Receive a copy OR Examine original

SIGNATURE

Form with fields: SIGNATURE OF APPLICANT, DATE SIGNED

This information is collected for administrative and/or operational functions of the District of Saanich as authorized by the Local Government Act. It has been collected, and will be used and maintained, in accordance with the Freedom of Information and Protection of Privacy Act. Please contact Saanich's Information and Privacy Team if you have any questions at 250-475-1775.

YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING.

Once completed, please mail to: Saanich Information and Privacy Team, District of Saanich, 770 Vernon Avenue, Victoria BC V8X 2W7

Questions: Please call 250-475-1775 or e-mail foi@saanich.ca