



TOWNSHIP OF WOOLWICH FREEDOM OF INFORMATION REQUEST FORM

Please Note: An application fee of \$5.00 is required for all requests. Please make cheques payable to the Township of Woolwich. Forward all requests to the Township Clerk., 24 Church Street West, Elmira, ON N3B 2Z6

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Name of Institution request made to: <input type="checkbox"/> Township of Woolwich <input type="checkbox"/> Other: _____
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**If request is for access to, or correction of, own personal information records:
Last name appearing on records: Same as below**

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss First Name: _____ Middle Name: _____ Last Name: _____ Telephone Number (day): () _____ Telephone Number (evening): () _____	Address: (Street / Apt No. P.O. Box / R.R. No.) _____ City/Town: _____ Province: _____ Postal Code: _____
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Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the personal information, if known*)

*Note: if you are requesting a correction of personal information, please 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.

Preferred method of records: <input type="checkbox"/> Examine original access to records: <input type="checkbox"/> Receive copy	Signature: _____	Date: _____
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For Institution Use Only

Date Received:	Request Number:	Comments
<small>Personal Information contained in 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 Township Clerk, please contact 519 669 1647 extension 6004.</small>		