



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

REQUEST FOR ACCESS TO RECORDS

To: Corporate Officer
Skeena-Queen Charlotte Regional District
14 – 342 West Third Avenue
Prince Rupert, B.C. V8J 1L5

1. This is an application pursuant to the Freedom of Information and Protection of Privacy Act for access to:

- General Information
- Applicant’s own personal information
- Personal information for another person (attach a signed consent form or other proof of authority to act for the person)

2. I am applying for access to the following information:

Please describe the records to which you want access in as much detail as possible, including event or action; date of record or the date or period to which it relates; the type of record (document, report, letter, etc.) If access to personal information is being used, be sure to provide all names by which the individual may be identified. If you require more space, use an additional sheet of paper.

Date: _____

Signature of Applicant: _____

Print full name of Applicant: _____

Mailing address of Applicant: _____

Phone/fax number of Applicant: _____

Email: _____

Note: In accordance with the Skeena-Queen Charlotte Regional District Freedom of Information Bylaw No. 590, 2014, a fee of \$12.50 per ¼ hour after the first 3 hours may be charged in advance for locating and producing the information requested.

Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act*, and will be used only for the purpose of responding to your request.