



# Application for Access / Correction to Records

<b>Request for:</b>	<b>Return completed application and \$5.00 fee to:</b>
<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	City of Oshawa, Service Oshawa 50 Centre Street South Oshawa, ON L1H 3Z7

If request is for access to, or correction of, own personal information records:

Last name appearing on records  same as below or: \_\_\_\_\_

### Contact Information

Last Name	First Name	Middle Name
Address	City or Town	Province
Postal Code	Telephone	E-mail Address

Preferred Method of Contact  Regular Mail  E-mail

### Description of Request

**Note:** If you are requesting correction to personal information, 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.

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I would like my records provided in the following format:

<input type="checkbox"/> Paper	<input type="checkbox"/> CD-ROM	<input type="checkbox"/> USB
0.20¢ per page	\$10.00 per CD/USB	

**Please note that we cannot provide records via e-mail.** For more information on how charges are applied please see *Freedom of Information Requests Fact Sheet*.

Signature	Date
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Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purposes of responding to your request. Questions about this collection should be directed to the City of Oshawa's Freedom of Information and Privacy Coordinator at 50 Centre Street South, Oshawa, Ontario, L1H 3Z7 or 905-436-3311.