

Access/Correction Request Form
Municipal Freedom of Information and Protection of Privacy Act

Name of Institution request made to:

Corporation of the Town of Prescott

Request for:

- Access to General Records
- Access to Own Personal Information
- Correction of Own Personal Information

Submit to:

**Town Clerk
Prescott Town Hall
360 Dibble Street West
P.O. Box 160
Prescott, ON K0E 1T0**

INCLUDE \$5.00 APPLICATION FEE

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

Last name appearing on records: same as below **or** **→**

Details:

Last Name:

First Name:

Middle Name:

Address (Street/Apt. No./P.O. Box No./R.R. No.)

City or Town

Province

Postal Code

Telephone Number(s)

Area Code

Evening →

Area Code

Detailed description of requested records, personal information records or personal information to be corrected. If you are requesting access to, or correction of, your personal information, please include your date of birth.

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 access to records <input type="checkbox"/> <input type="checkbox"/> Receive Copy	Signature	Day Examine Original	Month	Year	
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EACH SEPARATE REQUEST MUST BE ACCOMPANIED BY THE \$5.00 APPLICATION FEE.
CHEQUES AND MONEY ORDERS SHOULD BE MADE PAYABLE TO THE TOWN OF PRESCOTT.

Please note, additional processing fees may apply

Personal information contained on this form is collected pursuant to 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 Town Clerk at (613) 925-2812.