



## FREEDOM OF INFORMATION & PROTECTION OF PRIVACY Request for Access to Records

You may make a request for access to records without using this form, provided you do so in writing. 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. Questions about the collection of your personal information may be referred to the Corporate Services Department at 250 726-7744 or [info@ucluelet.ca](mailto:info@ucluelet.ca). There may be a cost associated with this request.

YOUR NAME			
Last Name	First Name	Middle Name	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____
YOUR ADDRESS			
Street, Apt.#, PO Box, RR No.	City/Town	Prov./Terr.	Postal Code
YOUR TELEPHONE / FAX NO.(s) (incl. area code)			
Day phone (   )	Email Address	Day Fax No. (   )	
DETAILS OF REQUESTED INFORMATION			
Please describe the records you are requesting. Be as specific as possible, as this will assist the request process. Attach a separate sheet, if the space below is not sufficient.			Please specify any Ref # or File #, if known.
Are you requesting access to another person's personal information? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, please attach, as appropriate: <input type="checkbox"/> That person's signed consent for disclosure, or <input type="checkbox"/> Proof of authority to act on that person's behalf			
Preferred method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Hard Copy <input type="checkbox"/> Receive PDF Copy via Email	Your signature	Date signed: YY/MM/DD	
FOR PUBLIC BODY USE ONLY			
Request No.	Request Category: <input type="checkbox"/> ACCESS TO GENERAL INFORMATION <input type="checkbox"/> ACCESS TO PERSONAL INFORMATION		
Request Code	Date Rec'd YY/MM/DD	Name of Public Body Receiving Request	

Deliver to: Manager of Corporate Services

Address: District of Ucluelet  
 200 Main Street  
 PO Box 999  
 Ucluelet, BC, V0R 3A0  
 Email: [info@ucluelet.ca](mailto:info@ucluelet.ca)