

Request Form – Ontario Clean Water Agency (OCWA)

Under the Freedom of Information and Protection of Privacy Act /
Municipal Freedom of Information and Protection of Privacy Act

Please note: A \$5.00 non-refundable application fee, payable to the Ontario Clean Water Agency, is mandatory.

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:
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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, or: _____

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Last Name: _____
First Name: _____	Middle Name: _____
Address: (Street / Apt. No. /P.O. Box / R.R. No.) _____	City / Town: _____
Province: _____	Postal Code: _____
Telephone # (Day): () _____	Telephone # (Evening): () _____

Detailed description of requested records, personal information or personal information to be corrected – if you are requesting access to or correction to 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 <input type="checkbox"/> Examine Original of access to records: <input type="checkbox"/> Receive Copy	Signature: _____	Date: _____
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For Institution Use Only		
Date Received:	Request Number:	Comments:

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act / 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 OCWA's Freedom of Information and Privacy Co-ordinator. The cost of locating on-site and /or preparing any record is \$30.00/hour and 20 cents/page for photocopying and you be contacted for approval for fees in excess of \$30.00.