



# Access/Correction Request

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)  
Personal Health Information Protection Act (PHIPA)

Personal information contained on this form is collected under MFIPPA and/or PHIPA and will be used to answer your request. Questions about the collection of personal information should be directed to the [Corporate Privacy Officer](#) at [foi@durham.ca](mailto:foi@durham.ca) or (905) 668-7711 ext. 2204.

Please see instructions on page 2 before filling out this form.

## Section A. Type of Request

- Access to general information
- Access to own personal information
- Access to other's personal information by authorized party
- Correction of own personal information

## Section B. Requester's Information

Last Name		First Name		Middle Initial
Unit/Apartment Number	Street Number	Street Name		PO Box
City/Town		Province		Postal Code
Phone Number		Email		

## Section C. Description of Information or Correction Requested

<b>Time period of the information (if applicable)</b>		<b>Method of access</b>
From	To	<input type="checkbox"/> Receive copy <input type="checkbox"/> Examine original (on site only)

## Section D. Payment and Signature

<b>\$5 application fee (mandatory)</b>	<b>Signature</b>	<b>Date</b>
<input type="checkbox"/> E-Transfer <input type="checkbox"/> Cheque/Money Order <input type="checkbox"/> Cash		

This [form is available online](#) at [durham.ca](http://durham.ca) and will be kept for 6 years from the date of completion. If you require this information in an accessible format, please contact the [Access and Privacy Office](#) at [foi@durham.ca](mailto:foi@durham.ca) or (905) 668-7711 ext. 2204.

**Please note:** The Region of Durham **does not process** requests for the Durham Regional Police Service (DRPS) (e.g. incident reports, criminal background checks). You must contact DRPS directly.

# Instructions for Completing the Access/Correction Request Form

## Informal Access to Records

You can access many public records without making a formal request under MFIPPA and/or PHIPA. To determine whether you need to make a request or if you need assistance in completing this form, contact the Access and Privacy Office of the Region of Durham at [foi@durham.ca](mailto:foi@durham.ca) or (905) 668-7711, ext. 2204.

## Section A. Type of Request

For personal information requests, you must provide proof of your identity before records containing your personal information are released to you. If you are requesting records for another person, you must provide proof that you have the authority to act for that person (e.g. authorization form, guardianship order).

General information requests are for all other requests for information, whether about a person other than yourself, or about a government program or activity.

## Section B. Requester's Information

Please ensure your name and contact information are entered accurately, as this information will be used to contact you and/or to provide the information you requested.

## Section C. Description of Records or Correction Requested

Provide as much detail as possible about the requested information. Use a separate sheet of paper if needed and attach it to this form. For personal information requests, provide the name that should appear on the records. If applicable, specify the time period for the records (e.g. from 2008/05/30 to 2009/02/05).

## Section D. Payment and Signature

Cash payments must be made in person and cheques/money orders payable to the Regional Municipality of Durham. For e-Transfers, send your payment to [payments@durham.ca](mailto:payments@durham.ca) and include: "FOI [your First and Last Name]" in the message field. Please be advised that the Region will not be responsible for any additional charges levied by your financial institution if using this payment method.

## Where to Submit your Request

Submit your completed form by [email](mailto:foi@durham.ca) to [foi@durham.ca](mailto:foi@durham.ca), by fax to (905) 668-9963, by mail or in person drop off to:

The Regional Municipality of Durham  
Corporate Services Department  
Legislative Services Division  
Access and Privacy Office  
605 Rossland Road East, Level 1, P.O. Box 623  
Whitby, ON L1N 6A3

## Summary of Fees (MFIPPA Requests Only)

Service	Fee
Application Fee	\$5.00
Photocopying	\$0.20 per page
CD-ROM	\$10.00 each
Shipping Cost	As billed
Search Time (general requests only)	\$7.50 per ¼ hour
Record Preparation (general requests only)	\$7.50 per ¼ hour

If the estimate of fees is \$100.00 or more, you may be required to pay a deposit equal to 50% of the estimate before any further steps are taken to respond to your request.

MFIPPA permits the waiver of all or part of the fee in certain circumstances. To request a fee waiver, please submit a detailed explanation in writing to the Access and Privacy Office.

## Appealing the Region's Decision

Requesters and affected parties have the right to appeal the Region's decision(s) regarding a request. Appeals must be submitted to the Information and Privacy Commissioner of Ontario (IPC) within thirty (30) days of receiving the decision. Visit the [IPC's website](http://www.ipc.on.ca) at [www.ipc.on.ca](http://www.ipc.on.ca) for more information on the appeal process and associated fees.

## Need more information?

Contact the [Access and Privacy Office](mailto:foi@durham.ca) at [foi@durham.ca](mailto:foi@durham.ca) or by phone at (905) 668-7711 ext. 2204, 2101 or 2741.