



**Lanark County
Clerk's Department**
99 Christie Lake Road
Perth, ON K7H 3C6

Phone (613) 267-4200
Toll Free 1-888-9-LANARK
Fax (613) 267-2964
www.lanarkcounty.ca

Part B: For Office Use Only			
Request #	Date Application Fee Received:	Received By:	Ext. #:
Comments			

Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions regarding collection should be directed to the FOI Coordinator (County Clerk's Department), Lanark County, 99 Christie Lake Road, Perth ON, K7H 3C6, (613) 267-4200 ext. 1502.

Note:

If you are requesting information about yourself, your request is considered a "personal information request".

Fee Charges for Requests for General Information

If paying by cheque, please make the cheque payable to the "Lanark County".

- Application Fee \$5.00 to be paid when you submit your request
- Search Time \$7.50 per ¼ hour required to search and retrieve records
- Record Preparation \$7.50 per ¼ hour required to prepare records for release
- Photocopying \$0.20 per page
- Computer Programming \$15.00 per ¼ hour to develop program to retrieve information
- CD \$10.00 per CD

Fee Charges for Requests for Personal Information

If paying by cheque, please make the cheque payable to the "Lanark County".

- Application Fee \$5.00 to be paid when you submit your request
- Computer Programming \$15.00 per ¼ hour to develop program to retrieve information
- CD \$10.00 per CD

You will be given a fee estimate if anticipated fees are \$25.00 or more. If the estimate of fees to be paid is \$100.00 or more, you may be required to pay a 50% deposit. Please note that the fee charges are prescribed by section 45 of the *Municipal Freedom of Information and Protection of Privacy Act*. **All monies are payable by cash, money order or certified cheque only.**