



## **Municipal Freedom of Information & Protection of Privacy Act (MFIPPA) Access and Correction Form**

**Please note:**

- An access/correction request for information will be processed in accordance with the time limits set out in the MFIPPA and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.
- If paying by cheque, please make the cheque payable to the "Lanark County".
- Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

**Part A: To be completed in full by the Requester**

Access to General Records <input type="checkbox"/>	<b>Directed to:</b> FOI (Freedom of Information) Coordinator County Clerk's Department 99 Christie Lake Road Perth, ON K7H 3C6
Access to Own Personal Information <input type="checkbox"/>	
Correction of Own Personal Information <input type="checkbox"/>	
Last Name:	First Name:
Address:	Postal Code:
Email:	Telephone:

Detailed description of requested records, personal information records, or correction of personal information: (if request is for correction of personal information, please indicate the desired correction and attach any supporting documentation. If more space is needed, please attach an additional page.)

Preferred method of access: ☐ Receive copy ☐ Examine Original (on-site only)

Signature:

Date:

**Part B: For Office Use Only**

Request #:	Date Application Fee Received:
Received By:	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).

**Please note:** the fee charges may be prescribed in accordance with section 45 of the Municipal Freedom of Information and Protection of Privacy Act.