



Access/Correction Request

Freedom of Information and Protection of Privacy

Request for: 1. Access to General Records 2. Access to Own Personal Information 3. Correction of Own Personal Information Please Indicate:		Name of Institution request made to: CITY OF CAMBRIDGE	
Is this a request for access to, or correction of, your own personal information records? Yes? Or No? If no what is the Last name appearing on records:			
Details:			
Last Name:		First Name:	
		Middle Name:	
Address (Street/Apt. No. /P.O. Box No. /R.R. No.)			
City or Town	Province	Postal Code	
Email	Home Phone Number (Area Code)	Mobile Phone Number (Area Code)	

Please provide a detailed description of requested records, personal information records or personal information to be corrected. **This is a two sided form to allow space for your description.** (If you are requesting access to, or correction of, your personal information, please include your date of birth and 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

<p>Please state your preferred method of access to records</p> <p>1. Examine Original 2. Receive Copy</p> <p>Pick up or Mail</p>	<p>Signature</p>	<p>Date of Request</p>	<p>Day</p>	<p>Month</p>	<p>Year</p>
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REQUEST NUMBER

EACH SEPARATE REQUEST MUST BE ACCOMPANIED BY A \$5.00 APPLICATION FEE. CHEQUE OR MONEY ORDERS SHOULD BE MADE PAYABLE TO THE CITY OF CAMBRIDGE

Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator for the City of Cambridge who can be reached through the Clerk's Division of the Corporate Services Department.