

Access/Correction Request Form

Under the Municipal Freedom of Information
And Protection of Privacy Act (MFIPPA)



Please read the instructions on page 2 before completing this form. All required fields are marked with an asterisk (*). If you would like to submit your request online, please use our [online form](http://whitby.ca/FOIRequest) available at whitby.ca/FOIRequest.

Section A. Type of Request*

- Access to general information
 Access or correction to own personal information

Section B. Requester's Information

Last name*	First name*	Middle name
Address*		
City/Town*	Province*	Postal code*
Phone number*	Email*	

Preferred method of contact* Email Regular mail

Section C. Description of Information or Correction Requested*

Time period of the information		Preferred records format*
From (YYYY-MM-DD)	To (YYYY-MM-DD)	
		<input type="checkbox"/> Email/digital download <input type="checkbox"/> USB <input type="checkbox"/> CD <input type="checkbox"/> Paper

Section D. Application Fee and Signature

A \$5 payment must accompany your request. Please read the instructions for payment method options.	Signature*	Date (YYYY-MM-DD)*
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Personal information contained on this form is collected under the Municipal Freedom of Information and Protection of Privacy Act and will be used to answer your request. If you have questions about this collection or require this information in an alternative format, please contact the [Office of the Town Clerk](mailto:clerk@whitby.ca) at clerk@whitby.ca or 905-430-4315.

Instructions

Please use these instructions when completing the Access/Correction Request Form.

Informal Access to Records

You can access many public records without making a formal request under the Municipal Freedom of Information and Protection of Privacy Act. To find out if the information you seek is routinely available, contact the department you believe has the information.

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.

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

Section B. Requester's Information

Ensure your name and contact information are entered accurately, as it will be used to contact you and provide you the information you requested, if any.

If a preferred method of contact is not selected, we will communicate through email as the default method of contact.



Submit your request [online](#) by scanning this QR code with the camera on your mobile device or by visiting whitby.ca/FOIRRequest.

Section C. Description of Information or Correction Requested

Provide as much detail as possible about the requested information and use a separate sheet of paper if needed. For personal information requests, provide the name that should appear on the records.

Section D. Application Fee and Signature

Cash and debit payments must be paid in person. Cheques or money orders must be payable to the Office of the Town Clerk and may be submitted in person or by mail. If paying by credit, you must make your payment through our [online form](#) available at whitby.ca/FOIRRequest.

Where to Submit your Request

Submit your completed form by mail or in person drop off to:

Town Hall
Office of the Town Clerk
575 Rossland Road East
Whitby, ON L1N 2M8

To submit your request and application fee online, please use our [online form](#) available at whitby.ca/FOIRRequest.

Need more information?

Contact the [Office of the Town Clerk](#) at clerk@whitby.ca or 905-430-4315.