



Freedom of Information Request

The application fee of \$5.00 must accompany all requests for information and/or correction requests. Please make cheque / money order payable to the Town of Whitby. Forward to the Office of the Town Clerk, 575 Rossland Road East, Whitby, Ontario L1N 2M8.

Name of Institution request made to:
Town of Whitby

Request for:
 Access to General Records
 Access to Own Personal Information
 Correction to Own Personal Information

Requester Information

Last Name	First Name	Middle Name
Address		
City/Town	Province	Postal Code
Phone Number	Email	

Details of Request

Provide a detailed description of requested records, personal information or personal information to be corrected.

Preferred Method of Access	Signature of Requester	Date
<input type="checkbox"/> Receive Copy		
<input type="checkbox"/> Examine Original		

For Institution Use Only

Date Received	Request Number	Response Due Date
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Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Office of the Town Clerk, 575 Rossland Road East, Whitby, ON, L1N 2M8, 905.430.4315.

Town of Whitby documents are available in alternate formats or communication supports upon request.