



*Access to Information and Protection of Privacy Coordinator*

Form 1 – Access to Information Request

Personal information on this form is collected under Newfoundland and Labrador's *Access to Information and Protection of Privacy Act, 2015* (the Act) and will be used to respond to your request. For detailed instructions, see page 2.

<b>1. ACCESS REQUEST INFORMATION</b>			
<b>Are You Making Your Request to the House of Assembly or a Statutory Office?</b> If it is a Statutory Office, please specify.			
<b>2. APPLICANT INFORMATION</b>			
<b>Applicant Name:</b>			
<b>Organization:</b> (Optional)			
<b>Address:</b>			
<b>Postal Code:</b>			
<b>Daytime Phone:</b>		<b>Facsimile:</b>	
<b>E-Mail:</b>			
<b>3. WHAT INFORMATION ARE YOU REQUESTING?</b> (Please Check One)			
<input type="checkbox"/>	My own personal information (For another person's personal information, attach proof of authority)		
<input type="checkbox"/>	General Information		
<b>4. I WISH TO OBTAIN ACCESS TO THE FOLLOWING INFORMATION/RECORDS</b> (please be specific)			
<b>If POSSIBLE, I WISH TO RECEIVE THE REQUESTED RECORDS IN THE FOLLOWING FORMAT:</b>			

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date: (YYYY-MM-DD)

**For Public Body Use Only**

\_\_\_\_\_  
Date Received: (YYY-MM-DD)

\_\_\_\_\_  
File #:



## Instructions

Please:

- Make only one request on each application form.
- Describe the records or information you are seeking in as much detail as possible.
- Mail, email or deliver this form to the Access and Privacy Coordinator of the House of Assembly or Statutory Office most likely to have the records you are seeking. If you are seeking information from another public body, please refer to the Office of Public Engagement, ATIPP Office.
- When submitting a personal information request on behalf of someone else, attach a proof of authority form.
- Keep a copy of this form for your records.
- Please note that under the authority of section 25 of the *Act* you may be asked to pay certain additional costs for locating records, before gaining access to records.
- Please note that as per section 12 of the *Act*, your identity will only be made known to the person processing your request, unless the request is for your own personal information or when the identity is required to respond to the request and you have consented
- Please note that if the public body does not respond within 20 days of receipt of this application, you may ask for a review by the Information and Privacy Commissioner, under authority of section 42 of the *Act*, or you may appeal to the Supreme Court Trial Division under section 52 of the *Act*.
- The *Act* can be viewed in its entirety at <http://www.assembly.nl.ca/legislation/sr/statutes/a01-2.htm>

### Privacy Notice

Personal Information on this form is being collected under the authority of the *Access to Information and Protection of Privacy Act, 2015* and will be used only to respond to this request. Inquiries about the use and protection of this personal information should be directed to the Access and Privacy Coordinator of the House of Assembly or Statutory Office where the application is sent.