



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

**Please note:**

- ✓ An access/correction request for information will be processed in accordance with the time limits set out in the *Municipal Freedom of Information and Protection of Privacy Act* and it's regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.
- ✓ 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**

<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	<u>Directed to:</u> Town Clerk's Office 600, Higginson Street Hawkesbury ON K6A 1H1	
If request is for access to, or correction of own personal information records, indicate if the last name appearing on records is the same as below <input type="checkbox"/> OR		
<b>Details</b>		
Last Name	First Name	Middle name
Address	City or Town	Province
Postal Code	Telephone # Day	Telephone # Evening
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)		
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Preferred method of access to records <input type="checkbox"/> Receive copy <input type="checkbox"/> Examine original (on-site only)	Signature:	Date Day/Month/Year

**PART B: For Office Use Only**

<input type="checkbox"/> \$5.00 Application Fee Received	Date application Fee Received Day/Month/Year	
Comments:	Receipt #:	

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 about this collection should be directed to the Town Clerk at 600, Higginson Street Hawkesbury ON K6A 1H1, tel: 613-632-0106, ext. 2226

**Aussi disponible en français**