



Request Form

Please Note: A \$5.00 application fee is required for all requests.

Mail to: County Clerk
25 Central Ave. West, Suite 100
Brockville, Ontario K6V 4N6

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information	Name of Institution request made to: <input type="checkbox"/> United Counties of Leeds and Grenville
<input type="checkbox"/> I will need the documentation requested to be provided in an alternate format. Please describe the format required (e.g. larger type, etc.)	

If request is for **access to**, or **correction of**, own personal information records:
 same as below, or:

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	Address: (Street / Apt. No. / P.O. Box / R.R. No.)
First Name: _____	_____
Middle Name: _____	City/Town: _____
Last Name: _____	Province: _____
Telephone Number (Day): (____) _____	Postal Code: _____
Telephone Number (Evening): (____) _____	Email: _____

Detailed description of requested records. (If you are requesting access to or correction of your personal information, please identify the record containing the person 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.

Signature: _____	Date: _____
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For Institution Use Only		
Date Received:	Request Number:	Comments:

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act / 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 Registrar, Information and Privacy Commissioner/Ontario, 2 Bloor Street East, Suite 1400, Toronto, Ontario M4W 1A8. Telephone (416) 326-3333 or toll free 1-800-387-0073.