



**Freedom of Information and Protection of Privacy
Request for Access to Records**

Required fields are marked with asterisks (*)

YOUR NAME		
First Name: *	Last Name: *	
Business Name (if applicable):		
CONTACT INFORMATION * (Please provide at least one method of contact.)		
House/Unit No., PO Box, Street Name:		
City:	Province:	Postal Code:
Phone No.:	Email:	
ABOUT YOUR REQUEST		
You may request copies of recorded information, and <u>not</u> pose questions to be responded to, under the <i>Freedom of Information and Protection of Privacy Act</i> . Attach a separate sheet if the space below is not sufficient.		
1. What kind of information do you want to access? (See page 2 for more information on these sections.)		
<input type="checkbox"/> General information <input type="checkbox"/> Your own personal information (Please provide all previous names below.) <input type="checkbox"/> Personal information about another individual (Please attach proof that you can legally act for that person [form available online].)		
2. What time period of record(s) are you seeking?		
Start Date:	End Date:	
3. What record(s) do you want to access? (Please give as much detail as possible.)		
4. If the record(s) are associated with one or more addresses, please list below:		
5. Please list any file or reference numbers or other information (if applicable):		
6. Do you want to receive: <input type="checkbox"/> an electronic copy of the record(s)? OR <input type="checkbox"/> a paper copy of the record(s)?		
SIGNATURE		
		Date:

(Electronic signatures are permitted)

Please save and submit your completed request form by emailing it to: foi@kamloops.ca.

If you need help completing this form, please contact the City's Information and Privacy Team at the email above.

Personal information is collected for the purposes of processing your request for records. The City of Kamloops is collecting this information under Section 26(c) of the Freedom of Information and Protection of Privacy Act. For questions regarding the collection of personal information on this form, please contact the Information and Privacy Team at or email foi@kamloops.ca.

ABOUT YOUR REQUEST

What kind of information are you requesting?

Your Own Personal Information

- You may be required to provide proof of your identity before records containing personal information are released to you.
- There is no charge for staff time for accessing your own personal information, but fees per page do apply.

Personal Information About Someone Else

- If you are requesting records for or about another person, you must provide proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney, etc.).
- Alternatively, a signed [Authorization to Release form](#) from the other person may be provided as authorization to release their information.

You may access many public body records without making a request under the *Freedom of Information and Protection of Privacy Act*. To determine whether you need to make a formal request, please contact the City's Information and Privacy Team at foi@kamloops.ca.

From what date(s) are the records you are seeking?

- Provide the day, month, and/or year that is relevant to the records.
- If no end date is entered, the date of application will be utilized.
- Applicants may not request future records dated beyond the day the request is received.

What records do you want to access?

- Please list the record types and the topic(s).
- If the request involves correspondence, please indicate the type(s) of records and parties you are seeking records from.

If the records are associated with one or more addresses, please list:

- Civic addresses and/or legal descriptions in section 4 of the form.
- If there is more than one person on title for the subject property, please provide a signed [Authorization to Release form](#).

Please list any file or reference numbers or other information.

- This section is used for permit numbers, file numbers, or other relevant reference information that was not included under section 3 of the form.

Do you want to receive electronic or paper records?

- The *Freedom of Information and Protection of Privacy Act* and City bylaws permit charges for copies of records, which are payable upon completion of your request, prior to release of records.

Electronic PDF	Paper
\$0.10/page	\$0.25/page
Large-scale format documents (e.g. building plans) will be charged at the actual cost of third-party scanning or printing.	

HOW LONG DOES A REQUEST FOR RECORDS TAKE TO PROCESS?

The *Freedom of Information and Protection of Privacy Act* allows public bodies 30 business days to process requests and we make every effort to complete requests sooner if possible. On occasion, it is necessary to extend the due date up to an additional 30 business days which is permitted under the *Freedom of Information and Protection of Privacy Act*. Notification is provided to the applicant if an extension is necessary.

Fees and Payments

- If the record search and retrieval is expected take more than three hours of staff time to complete, you will be provided with a fee estimate before proceeding further.
- To proceed with the request, you must pay a 50% deposit. No deposit is required for requests that require fewer than three hours of staff time.
- Once the request has been processed, the actual number of hours is calculated, along with the total number of pages included. A final fee summary is prepared and the records are provided when the fee is paid in full.
- At this time, the City only accepts payment for requests by cheque payable to City of Kamloops or in person at City Hall, 7 Victoria Street West, by cash, cheque, debit, Visa, or Mastercard.
Please note that credit and debit cards are not accepted online or by telephone.

If you have questions about these processes or types of records the City of Kamloops may have, please contact us at foi@kamloops.ca.

For more information, visit Kamloops.ca/FOI.