

# AUTHORIZATION FOR REPRESENTATION FORM

If you wish to be represented by a lawyer or an agent, ensure that this form is completed along with either the *Access Request Form* or the *Privacy Complaint Form*.

## PART 1 REQUESTER OR COMPLAINANT CONTACT INFORMATION

LAST NAME	FIRST NAME (INCLUDE MIDDLE NAME IF APPLICABLE)	
ADDRESS (STREET, APARTMENT NO., PO BOX)		
CITY	PROVINCE	POSTAL CODE
TELEPHONE NO.	EMAIL ADDRESS	

## PART 2 REPRESENTATIVE CONTACT INFORMATION (TO BE COMPLETED ONLY IF YOU WILL BE REPRESENTED)

Represented by:  Lawyer  Agent

NAME OF COMPANY, ASSOCIATION OR ORGANIZATION, IF APPLICABLE

LAST NAME	FIRST NAME (INCLUDE MIDDLE NAME IF APPLICABLE)	
ADDRESS (STREET, APARTMENT NO., PO BOX)		
CITY	PROVINCE	POSTAL CODE
TELEPHONE NO.	EMAIL ADDRESS	

## PART 3 CONSENT

I authorize my representative to:

- Communicate on my behalf on all matters relating to my access request under the *Freedom of Information and Protection of Privacy Act* (FIPPA) or privacy complaint.

I authorize and direct the University of Ottawa to:

- Send all communication related to my FIPPA request or privacy complaint to my representative.
- Release records to my representative in accordance with the University's decisions relating to my access request, subject to payment of the applicable fees.

\_\_\_\_\_  
SIGNATURE

YYYY	MM	DD
------	----	----

DATE

Personal information contained on this form is collected under the authority of the *1965 University of Ottawa Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used for the purposes of and those consistent with responding to your request or complaint. Questions about this collection should be directed to the Director, Access to Information and Chief Privacy Officer, Access to Information and Privacy Office, University of Ottawa, 550 Cumberland, Room M407, Ottawa, ON K1N 6N5

### Access to Information and Privacy Office

550 Cumberland, Room M407, Ottawa, ON K1N 6N5

Tel: 613-562-5800 ext. 1851 • [aipo@uOttawa.ca](mailto:aipo@uOttawa.ca) • [www.uOttawa.ca/aipo](http://www.uOttawa.ca/aipo)

