

# ACCESS REQUEST FORM

## PART 1 REQUEST UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT FOR:

- Access to general records (non-personal information)
- Access to own personal information
- Access to other's personal information by authorized party (please complete the *Authorization for Representation Form*)

## PART 2 REQUESTER'S 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 3 DETAILS OF THE REQUEST

**3.1 Description of records requested** (Please provide as much detail as possible of the records you are seeking access to)

**3.2 Records located within** (e.g. faculty, service, department)

**3.3 Period covered by the records:** From 

YYYY	MM	DD
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 to 

YYYY	MM	DD
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DATE

DATE

**3.4 Preferred method of access:**  Receive a paper copy  Receive an electronic copy  Examine originals (on site only)

## PART 4 PAYMENT AND SIGNATURE

Please send your completed form to the Access to Information and Privacy Office by :

- (a) e-mail at [aipo@uOttawa.ca](mailto:aipo@uOttawa.ca) or
- (b) mail at 550 Cumberland, Room M407, Ottawa, ON K1N 6N5

Please select your method of payment for the \$5 application fee :

- Cash** (exact amount required)
- Electronic payment** (please follow this link : **Application fees**)
- Cheque / Money Order** (please make your cheque or money order payable to the University of Ottawa)

SIGNATURE

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. Questions about this collection should be directed to the 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)

