



**Request to Access Information
Freedom of Information and Protection of Privacy Act**

Personal information on this form is collected under Alberta's *Freedom of Information and Protection of Privacy Act* and will be used to respond to your request. See instructions for completing this form.

Contact Information:

Title *(optional)* *First Name *Last Name

Name of Company or Organization *(if applicable)*

*Mailing Address *City/Town/Village *Province *Postal Code

*Primary Telephone Number Alternate Telephone Number

*Email Address

About your request:

- *What kind of information do you want to access** (please select one)?
 - General information *(an initial fee of \$25 is required – see instructions for explanation of fees)*
 - Your own personal information *(No initial fee is required for personal information)*
 - Personal Information about another *(please attach proof that you can legally act for that person)*
- *Do you want to:**
 - Receive a copy of the records? **OR** examine the record?

About the Information you want to access:

- *What records do you want to access?**

Please give as much detail as possible. Failure to do so could result in a delay of your request being processed. If you are requesting your own personal information or personal information about another, please provide full given names and all previous names, where applicable. If you need more space, please attach a separate piece of paper.

- Please specify relevant keywords to assist with the search:**

- *What is the time period of the records?** *Please give specific dates (see instructions for details).*

*Signature clicking this box constitutes your online signature

*Date

Send your request form to: Town of Edson, PO Box 6300, 605-50 Street, Edson, AB, T7E 1T7. Attention: FOIP Coordinator. Or email your form to: foip@edson.ca. Questions? Call 780-723-4401.

For Office Use Only	
Date Received:	Request Number:

How to Complete the Form

You can access many Town of Edson records without making a request under the FOIP Act. To determine whether you need to make a request under the Act or if you need help completing the form, contact the FOIP Coordinator of The Town of Edson, PO Box 6300, 605-50 Street, Edson, Alberta T7E 1T7, 780-723-4401, foip@edson.ca.

Please note that any fields marked with an '*' are mandatory fields and must be completed before you are able to email or submit the form. Failure to do so may result in a delay of your request being processed.

Contact Information

Enter your first name, last name, and preferred title, if any. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your primary and alternate telephone numbers. The Town of Edson may need to contact you if they have any questions about your request. Finally, enter an Email address where correspondence may be sent.

About your Request

A. What kind of information are you requesting? Check the appropriate box.

General information: If you are making a request for general information, there will be an initial fee of \$25. You will be provided with an estimate of how much your request will cost before processing begins. If the total cost of processing your request is more than \$150, you will be asked to pay a 50% deposit. The records are provided when the fee is paid in full. The fee schedule for the production of records can be found here: [FOIP Act Regulation](#).

Personal information: If you are requesting records containing your personal information, you will have to provide proof of your identity before the records are released to you. If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee or that you have power of attorney for the person. There is no fee for accessing personal information unless the cost of producing copies is more than \$10. In these cases, you will be notified of the fee.

If you are making a continuing request (the same request processed repeatedly at pre-determined time intervals over a period of up to 2 years), you should contact the FOIP Coordinator of The Town of Edson. The initial fee is \$50, and you must pay any additional costs as the information becomes available.

B. Do you want to receive a copy of the record or examine the record? Check the appropriate box.

About the information you want to access

1. What information are you requesting? Please be as specific as possible in describing the records. The more specific your request, the quicker and more accurately it can be answered. If you need more space, please continue your description on a separate sheet of paper and attach it to this request form.

If you are requesting your own personal information, please be sure that you give:

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number, case number or other identification number.

If you are requesting another person's information, please give:

- the person's full name;
- any other name that person may have used on the records; and
- any identifying numbers for the person if you know them.

If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person.

2. Enter the time period of the requested records. For example, if you are requesting records for the period January 1, 2003 to August 31, 2015, enter those dates in the space provided. If you want records from August 2015 to present, enter "August 2015 to present." (present will mean the date that your request is submitted).

Your Signature

Sign and date the form and send it to the FOIP Coordinator at The Town of Edson, PO Box 6300, 605-50 Street, Edson, Alberta T7E 1T7 or email to foip@edson.ca.