



# Halton Regional Police Service

## Access / Correction Request Municipal Freedom of Information and Protection of Privacy Act

**A \$5.00 application fee must accompany each request.  
Cheques or Money Orders should be made payable to the Halton Regional Police Service.**

Requester's Last Name		First Name	Middle Name	Date of Birth   dd/mmm/yyyy
Home Address		City / Town	Province	Postal Code
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/>	Title <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss.	Home Phone	Cell Phone	Email Address

**What is your desired method of communication regarding your request?**    Mail    Email    Telephone  
**Are there any safety issues if we mail anything to your home address?**    Yes    No

The record(s) you are requesting may contain the personal information of an individual(s) other than yourself or a "third party" (e.g. victim, accused, witness). The personal information of a third party will not be disclosed to you without the consent of the third party if the disclosure is deemed to constitute an unjustified invasion of personal privacy as set out in Section 14 of *MFIPPA*.

**If you are requesting access to records**, provide a detailed description of the requested records. Include names of individuals involved, dates, times, location, incident number(s), name(s) of officer(s) and badge number(s).

**If you are requesting a correction of personal information**, please indicate the desired correction and, if appropriate, attach any supporting documentation.

**Additional fees may be applied during the processing of your request.**

Requester's Signature	Date   dd/mmm/yyyy
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**HRPS Staff: Please ensure ALL fields are filled in below.**

Request and fee received by	Employee #	Date   dd/mmm/yyyy	Receipt #	<input type="checkbox"/> Requester's government-issued photo I.D. viewed. Copies <u>not</u> accepted.

Personal information on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to process and respond to your request for information contained in our files. Questions about this collection should be directed to the Freedom of Information Unit, Halton Regional Police Service, 2485 North Service Road West, Oakville, Ontario L6M 0Y3 (phone: 905-825-4777 ext. 5192).