



Please return form to City of Beaumont
Legal & Legislative Services
5600 49 St, Beaumont, AB, T4X 1A1
Phone: 780-929-8782
Email: legislative@beaumont.ab.ca

Request to Access Information

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. Instructions for completing this form are on page two.

ABOUT YOU

Preferred title, first name, last name		
Name of Company or Organization (if applicable)		Your file no. (if applicable)
Mailing Address		
City or Town	Province	Postal Code
Email address		Telephone (daytime)

ABOUT YOUR REQUEST

- What kind of information do you want to access?
 - General, non-personal Information, this would include information about a third party
 - Please include the initial fee of \$25.00 by way of cash, debit, or cheque payable to City of Beaumont
 - Your Personal Information or the personal information of an individual you are entitled to represent.
 - No initial fee is required for your own personal information.
 - For another person's information, you must attach proof that you can legally act for that person.
- Do you want to receive a copy of the record or examine the record?
 - Copy of the record
 - Examine the record

ABOUT THE INFORMATION YOU WANT TO ACCESS

- What records do you want to access? Please give as much detail as possible. *(If you want access to your personal information, be sure to give all your previous names. If you need more space, please attach a separate sheet of paper.)*

- What is the time period of the records? Please give specific dates.

Signature	Date
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How to Complete this Form

You can access many public body 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 organization to whom you are making the request.

ABOUT YOU

In this part of the form enter:

- Your last name and first name and preferred title, if any;
- The name of the company or organization you are representing, and your file number, if applicable;
- Your complete mailing address and daytime phone number;
- Your email address where correspondence may be sent.

ABOUT YOUR REQUEST

If you need help to find out what records a public body has, contact the FOIP Coordinator for the public body.

1. **What kind of information do you want to access?** Check general or personal information.

General, non-personal information is information other than personal information (see below). For example, it would include information about a third party.

- There is an initial fee of \$25 when making application. Payment can be made by way of cash, debit, or cheque payable to the City of Beaumont.
- The public body provides you with an estimated cost before processing begins.
- If the total cost of processing your request is more than \$150.00, you are asked to pay a 50% deposit.
- The records will be provided when the fee is paid in full.

Personal information is your own personal information or the personal information of an individual you are entitled to represent.

- You must provide proof of your identity before records containing your personal information are released to you.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (i.e., guardianship or trusteeship order or power of attorney)
- There is no initial fee for accessing your own personal information.
- If the cost of photocopying is more than \$10, you will be notified of the fee.

Continuing request: This is a single request that is processed more than once at predetermined time intervals over a period of up to 2 years. Enter the name of the public body that you believe has the records that you want to access.

- The initial fee is \$50.00.
- You must pay any additional costs as the information becomes available.

2. **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 do you want to access?**
 - Please be as specific as possible in describing the records.
 - 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. **What is the time period of the requested records?** Enter the specific dates or date ranges of the records you want to access. (i.e., if you want records for the period January 1, 2021, to August 31, 2023, enter those dates in the space provided. If you want records from August 2018 to present, enter "August 2018 to present".

Your signature:

Sign and date the form

Where to send your request

Send your completed form, and initial fee if applicable, to the FOIP Coordinator, 5600 49 St, Beaumont, Alberta, T4X 1A1. Email: legislative@beaumont.ab.ca