



ACCESS / CORRECTION REQUEST

Municipal Freedom of Information and Protection of Privacy Act

A \$5.00 application fee must accompany all access requests*. The processing of this request will not begin until this fee has been received.

*Body-worn camera footage is available to be purchased outside the Freedom of Information access process. Please use other request form.

YOUR INFORMATION: To be completed in full by the requester

LAST NAME				FIRST NAME	
DATE OF BIRTH YYYY-MM-DD		EMAIL			
ADDRESS				PHONE	
CITY/TOWN		PROVINCE		POSTAL CODE	
LAST NAME APPEARING IN RECORDS (LIST IF DIFFERENT FROM ABOVE)	Same as above				

ACCESS TO RECORDS CONTAINING YOUR OWN PERSONAL INFORMATION OR GENERAL RECORDS:

You must identify the specific record(s) requested or provide sufficient detail to enable an employee to identify the record(s).

ACCESS TO POLICE OCCURRENCE REPORTS IS LIMITED TO PEOPLE INVOLVED IN THE INCIDENT OR THEIR REPRESENTATIVE WITH CONSENT

Do you want to receive records electronically? **Yes** **No**

Please provide report number(s) or specify other below:

If you do not know the report number(s) for the record(s) you are requesting or if your request is for other general records held by London Police (i.e. statistical data, procedures etc), please provide the details and timeframe of your request in the space provided below. (Example: "I would like any police reports related to 123 Main Street London between Jan 1/20 and July 31/20").

THIRD PARTY INFORMATION

The record(s) you are requesting may contain the personal information of an individual(s) other than yourself. The personal information of a third party (e.g. victim, accused, witness) will not be disclosed to you unless you provide LPS with the written consent of the third party(s).

CORRECTION OF PERSONAL INFORMATION:

Please identify the FOI request you've previously received and specify the desired correction. If appropriate, attach any supporting documentation.

Signature:

Date:

FOR POLICE USE ONLY

Identification Produced:	Employee ID # or initials
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