



The Corporation of the Township of Guelph/Eramosa

Request for Information

Municipal Freedom of Information and Protection of Privacy Act

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| Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Access to Access and Correction | Please Note: All applications must be accompanied by payment of \$5.00 (payable in cash, cheque, debit or money order) Additional fees apply for photocopying and administrative research time (listed at bottom of page) Applications must be received in person, faxes, emails can not be accepted |
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|---|--|
| Address: _____ #, Street Name _____ Fire #, RR# _____ City, Prov., Postal Code | <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss Last Name: _____ First Name: _____ Middle Name: _____ |
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|---|---|
| Daytime Telephone Number: □ □ □ - □ □ □ - □ □ □ □ | Evening Telephone Number: □ □ □ - □ □ □ - □ □ □ □ |
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Please provide a detailed description of the records requested. Please include all information such as year, month, full name, subject etc...

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| Preferred method of access to records: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy | |
| Signature | Date (dd/mm/year) |

For Institution Use Only

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|----------------|-----------------|-----------|
| Date Received: | Request Number: | Comments: |
| | | |

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information Coordinator at 856-9596.

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| Additional Fees: | | | |
| O.Reg 823 Access to Records and Twp. of Guelph/ Eramosa By-law 59/2002 | | | |
| * Photocopying or computer printouts | \$0.25 per page | *Floppy Disks | \$10.00 each |
| * Searching for records (after the first 2 hours) | \$7.50 per 15 minutes | *Developing computer program | \$15.00 per 15 minutes |
| O.Reg 823 Access to Your Own Records and Twp. of Guelph/ Eramosa By-law 59/2002 | | | |
| * Photocopying or computer printouts | \$0.25 per page | *Floppy Disks | \$10.00 each |
| *Developing computer program | \$15.00 per 15 minutes | | |