

Personal information on this form is collected under the Newfoundland and Labrador *Access to Information and Protection of Privacy (ATIPP) Act, 2015* and will be used to respond to your request. See page 2 for instructions on how to complete and submit this form.

Your Contact Details			
Applicant Name:			
Date YYYY-MM-DD			
Organization (optional):			
Mailing Address (including postal code):			
Daytime Phone:		Fax:	
E-mail:			
Type of Request <i>(please check one)</i>			
General Information			
My own personal information <i>(for another person's personal information, attach proof of authority)</i>			
To which public body are you making your request?			
Please specify the information or records you wish to obtain			
If possible, I wish to receive the requested records in the following format:			
FOR PUBLIC BODY USE ONLY:			
Date Received:		File Number:	

## Instructions

Please note that requests to government departments can be made online at: <http://www.atipp.gov.nl.ca/info/accessrequestform.html>.

Make only one request on each application form.

Describe the records or information you are seeking in as much detail as possible. Attach further information if more space is required.

Send this form to the ATIPP Coordinator of the public body most likely to have the records you are seeking (<http://www.atipp.gov.nl.ca/info/coordinators.html>).

Keep a copy of this request for your records.

Please note that under the authority of section 25 of the *Access to Information and Protection of Privacy Act (the Act)* you may be asked to pay certain additional costs for locating records, before gaining access to records.

Please note that as per section 12 of the *Act*, your identity will only be made known to the person processing your request, unless the request is for your own personal information or when the identity is required to respond to the request and you have consented.

Please note that if the public body does not respond within 20 business days of receipt of this application, you may ask for a review by the Information and Privacy Commissioner, under authority of section 42 of the *Act*, or you may appeal to the Supreme Court Trial Division under section 52 of the *Act*.

The *Act* may be viewed in its entirety at <http://assembly.nl.ca/Legislation/sr/statutes/a01-2.htm>

Please be advised that the current policy regarding the publication of government department access to information requests for general information is as follows:

- Responsive records will be published following a 72-hour period after the response is sent electronically to the applicant, or five days in the case where records are mailed to the applicant. It is the goal to have the responsive records posted to the Office of Public Engagement's website within one business day following the applicable period of time.
- Please note that requests for personal information will not be posted online.

Personal information collected on this form is protected by the *Access to Information and Protection of Privacy Act*, 2015 and will be used only to respond to this request.

Inquiries about the use and protection of this personal information should be directed to the Access and Privacy Coordinator of the public body to whom the application is sent.