

HOW TO FILL OUT THE F.O.I. APPLICATION FORM (Access / Correction Request)

Did you...

- * Fill in your date of birth?
- * Fill in your full name, address, email and telephone number?
- * Did you clearly describe what you are asking for?
You must be specific and tell us what you want. Do you want a copy of a report?
If so, write it down, don't just describe an incident. List all particulars, i.e. date, time, occurrence number, officer's name & badge number, name of other individuals involved, etc.
- * Did you read the section starting with "Note"? And did you answer all the questions?
- * Sign the form?

Submit your request to accounts@scps.on.ca

NOTE:

APPLICATION FEE \$5.00 + ADDITIONAL FEES

<i>Photocopying</i>	<i>\$0.20 per page</i>
<i>Search Time</i>	<i>\$7.50 per 15 minutes</i>
<i>Preparation Time</i>	<i>\$7.50 per 15 minutes</i>

Remember, incomplete details on the form will delay the processing of your request.

Once the application is received, you will hear from the F.O.I. office within 30 days or up to 90 days when requesting that we contact other individuals. This time frame is legislated by the **Municipal Freedom of information and Protection of Privacy Act**.

Both the application fee and any additional charges will be sent by invoice to your email address and upon receipt of payment, the records will be released.

FOR OFFICE USE ONLY:

This form is not intended for use by lawyers or insurance companies.

For lawyers or insurance companies, the following is required:

1. *Cover Letter*
2. *Invoice*
3. *Payment: Credit Card: [] e-Transfer []*