CITY OF Thunder Bay
Superior by Nature

ACCESS / CORRECTION REQUEST

Municipal Freedom of Information and Protection of Privacy Act

CONTACT: Information/Privacy Coordinator
Harry Kirk Archives & Records Centre
235 Vickers Street N., Thunder Bay, ON

Mailing Address: 500 Donald Street E.
Thunder Bay, ON P7E 5V3
Telephone: (807) 625-2270
Fax: (807) 622-4212

A $5.00 Application Fee must accompany each request whether for general records or for personal information.

☐ Paid

Request for:
- ☐ Access to General Records
- ☐ Access to Own Personal Information
- ☐ Correction of Own Personal Information

Name of Institution request made to:

Corporation of the City of Thunder Bay

If request is for access to, or correction of own personal information records:
Last name appearing on records: ☐ same as below or ▶

Your Contact Information:

Last Name	First Name	Middle Name	☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Address (Street/Apt. No/P.O. Box No./R.R. No.)	City or Town	Province	Postal Code

Email	Telephone Day ▶ Area Code	Evening ▶ Area Code

Detailed description of requested records or personal information to be corrected:

Note: If you are requesting a correction of personal information please indicate the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records: ☐ Examine Original ☐ Receive Copy	Signature	Date Day Month Year

For Institution Use Only

Date Received Day Month Year	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 purposes of responding to your request. Questions about this collection should be directed to the Information/Privacy Coordinator at the Harry Kirk Archives & Records Centre, 235 Vickers Street North, Thunder Bay, ON. Telephone (807) 625-2270.