



ACCESS / CORRECTION REQUEST

Municipal Freedom of Information and Protection of Privacy Act

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

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

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Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Name of Institution request made to: <div style="text-align:center"><i>Corporation of the City of Thunder Bay</i></div>
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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	
Address (Street/Apt. No./P.O. Box No./R.R. No.)	City or Town	Province	Postal Code
Email	Telephone Day <input type="checkbox"/>	Area Code	Area Code Evening <input type="checkbox"/>

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: <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature	Date Day Month Year
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For Institution Use Only			
Date Received Day Month Year	Request Number	Comments	

Personal information contained on this form is collected pursuant to the Ontario 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.