

## Request Form

Under the *Freedom of Information and  
Protection of Privacy Act /*

*Municipal Freedom of Information and Protection of Privacy Act*

Note: A \$5.00 application fee is required for all requests.

**Request for:**

- ☐ Access to General Records
- ☐ Access to Own Personal
- ☐ Information Correction to Own Personal Information

**To:**

County of Northumberland  
Attention: County Clerk  
555 Courthouse Road  
Cobourg, Ontario K9A 5J6

If request is for **access to**, or **correction of**, own personal information records:

Last name appearing on records: ☐ same as below, or: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Organization/Company Name: \_\_\_\_\_

Address: (Street/Apt. No./P.O. Box/R.R. No.) \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address: \_\_\_\_\_

The County of Northumberland strives to provide information in a format accessible to all people. Complete a request form available at all service counters and online at [northumberlandcounty.ca/accessibility](http://northumberlandcounty.ca/accessibility) or contact the Compliance Coordinator at (905) 372- 3329 ext. 2343 or 1 (800) 354-7051 to request an alternative format.

**Detailed** description of requested records, personal information, or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the personal information, if known.)

**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:

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/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 and Privacy Coordinator at the institution where the request is made.

**For Institution Use Only**

Date Received:

File Number:

Comments