



Freedom of Information (FOI) Request Form

A \$5.00 application fee must be included with your request (cash, debit or cheque payable to the "Township of Woolwich"). Forward all requests to the Township Clerk, 24 Church Street West, Elmira, ON N3B 2Z6.

Requestor's Information	
First Name: _____	Mailing _____
Last Name: _____	Address: _____
Phone Number: _____	_____
Email: _____	Postal Code: _____

Nature of Request	
Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information For access or correction to personal records: <ul style="list-style-type: none"> • Government-issued photo ID must be shown when making the request • Last name appearing on the records is: <ul style="list-style-type: none"> <input type="checkbox"/> Same as above <input type="checkbox"/> Other: _____ 	Name of institution request is being made to: <input type="checkbox"/> Township of Woolwich <input type="checkbox"/> Other: _____ Preferred way to access records: <input type="checkbox"/> View records at Township Office <input type="checkbox"/> Email digital copies of records to requestor's email address <input type="checkbox"/> Mail copies of records to requestor's mailing address (20¢ /page + postage) <input type="checkbox"/> Other: _____

Description of records or information requested or personal information for correction.

Please provide enough detail for the Township to find the records or information requested. We will contact you to clarify your request if required. For more space, use the reverse or attach additional pages.

If your request is to access or correct your personal information, please identify the records or location of records, indicate the desired correction, and attach any necessary supporting documentation.

Signature: _____	Date: _____
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Office Use Only	Request Number:	Note:
Personal Information contained in this form is collected under the Municipal Freedom of Information and Protection of Privacy Act RSO 1990 c M.56 for the purpose of responding to the Freedom of Information request. Questions about this collection should be directed to the Deputy Clerk, please contact 519 669 1647 extension 6010.		