



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

If request is for **access to**, or **correction of**, own personal information records, please include name as it appears on Town records:

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mx.	First Name	Last Name
Address		City/Town
Province	Postal Code	Telephone (Day) (format XXX-XXX-XXXX)
Email Address:	Preferred contact: <input type="checkbox"/> Telephone <input type="checkbox"/> Email	

Detailed description of requested records, personal information or desired correction to personal information. Include additional sheets, if necessary by attaching them to the email when you click the "Submit Form" button.

Note: If you are requesting a correction of personal information, attach any supporting documentation if appropriate. 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.

Request for:	
<input type="checkbox"/> Access to General Records	<input type="checkbox"/> Correction of Own Personal Information
<input type="checkbox"/> Access to Own Personal Information	
Preferred format for copies of records:	
<input type="checkbox"/> Paper Copy (\$0.20 per page)	<input type="checkbox"/> Electronic Copy (sent via OneDrive)
Date (dd/mm/yyyy)	Signature

For Office Use Only:			
Date Received	Request Number	Date Fee Received	File Number

Personal information contained on this form is collected pursuant to *Municipal Freedom of information and Protection of Privacy Act* and will be used for the purpose of responding to your request. Questions about the collection should be directed to the Town Clerk, Town of New Tecumseth, 10 Wellington Street East, Alliston Ontario, L9R 1A1, 705-435-3900 or clerk@newtecumseth.ca.

As a result of making this application, the abovesigned acknowledges, covenant and agrees to adhere to all Provincial Public Health Restrictions as of the date of this application and indemnify and save harmless the Town of New Tecumseth from any liability for medical issues arising from the process of issuing the said Application howsoever arising.