

Routine Disclosure Application Form

Applicant Information

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mx.	First Name	Last Name
Company Name (if applicable)		
Address		
City/Town	Postal Code	
Phone Number	Email Address	

Preferred method of contact:

Telephone Email

Please provide a detailed description of the information you are requesting:

Fees, Processing and Payment Information

VISA, MasterCard, debit, and cash are accepted in person at the New Tecumseth Administration Centre.

Application forms by mail can be paid by cheque or by phone (VISA and MasterCard) and can be mailed to 24 Tupper St., W. Alliston, ON, L9R 1H2. Fees are in accordance with the most current Fees and Charges By-law (as amended).

You will be notified when records are ready. Records can be mailed, e-mailed, or picked up in person. Records can be picked up between the hours of 8:30 AM – 4:30 PM, Monday – Friday

Refunds are NOT provided if there are no records found.

Applicant's Declaration

By submitting this application, the requestor affirms that the facts set forth in this document are true and complete and also declares to adhere to the Copyright Act, acknowledging that copyrighted records must not be reproduced for profit, nor submitted as plans for construction nor presented as original work. The requestor also acknowledges that a survey requested may not be a current survey and that is the requesters' responsibility to confirm with the Registry Office for the most current one.

Signature:

Date:

Notice of Collection

The personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, and the *Municipal Act 2001*, S.O. 2001, c. 25. The information will be used for the purposes of responding to your request. Questions about this collection should be directed to the Clerk/Director of Administration Services, Town of New Tecumseth, 24 Tupper St., W. Alliston, Ontario, L9R 1A1, Telephone: 705-435-3900, email: clerk@newtecumseth.ca

For Office Use Only

Identification Verification

- Ownership information verified before access granted to records
- Letter of Permission attached (if applicable)

Date Request Received:	Received by:
Total Fee Charged:	Payment Method:
Date Completed:	Pick Up Location:
Records Released:	