



ACCESS TO INFORMATION REQUEST FORM

Ph: 780-836-3348 Email: info@countyofnorthernlights.com

The personal information collected on this form will be used to respond to your request for access to information. This collection is authorized by section 4 (c) of the *Protection of Privacy Act*. For questions about the collection of personal information, or to determine whether you need to make a request under the Act, or if you need help completing the form, contact the County's ATI Coordinator.

See instructions on the last page for completing this form.

CONTACT INFORMATION		
Last Name		First Name
Name of Company you are representing (if applicable)		
Mailing Address		
City/Town/Village	Province	Postal Code
Daytime Phone		Evening Phone
Email Address		

REQUEST DETAILS	
What kind of information do you want to access? (Select one)	<input type="checkbox"/> General information (An initial fee of \$25 is required – see instruction page for explanation of fees) <input type="checkbox"/> Your own personal information (No initial fee is required for your personal information)
How do you want to receive your requested information? (Select one)	<input type="checkbox"/> Receive digital copies by email <input type="checkbox"/> Receive print copies by mail <input type="checkbox"/> Receive information by examining records on-site at the County office
What records do you want to access?	
What is the time period of the records?	
Signature	
Date	
Submit your request to the ATI Coordinator (and initial fee if applicable)	Email: info@countyofnorthernlights.com Mail: County of Northern Lights, Attn: ATI Coordinator, Box 10, Manning, AB T0H 2M0 Drop off: County of Northern Lights, 600 7 Ave NW, Manning AB T0H 2M0

OFFICE USE ONLY		
Date Received	Fee Received	Comments
Request Number		

HOW TO MAKE A REQUEST

To obtain access to a record, a request must:

- be in writing;
- be submitted to the public body the applicant believes has custody or control of the record;
- provide enough detail to enable the public body to locate and identify the record within a reasonable time with reasonable effort; and
- be accompanied by a fee where a fee is required under the Access to Information Act.
- The public body should respond to the request within 30 business days from receiving the request, unless the time to respond to a request has been extended for additional reasonable purposes.

CONTINUING A REQUEST

You may indicate in a request that the request, if granted, continues to have effect for a specified period of up to 2 years. Contact the County ATI Coordinator if you are making a continuing request.

- The initial fee is \$50.00.
- You must pay any additional costs as the information becomes available.

CONTACT INFORMATION

In this part of the form, complete all fields, ensuring you include:

- your last name and first name
- the name of the company or organization you are representing, if applicable;
- your complete mailing address and
- phone and email contact information so that the public body can contact you about the request;

REQUEST DETAILS

General Information is information other than your own personal information (see below). For example, it would include information about a third party.

- There is an initial fee of \$25.00.
- Fee payment options (do not include your credit card information in the mail or email)
 - Mail cheque with your completed request form
 - Call into the County office with your credit card information
 - Cash, cheque, debit, credit card in person at the County office
- Additional fees may apply. If the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit.
- The records are provided when the fee is paid in full

Personal Information is recorded information about an identifiable individual. A request for personal information can only be made for your own personal information or for personal information of an individual you are entitled to represent.

- There is no initial fee for accessing your own personal information.
- If the cost of photocopying is more than \$10, you will be notified of the fee.

WHAT RECORDS DO YOU WANT TO ACCESS?

Be as specific as possible in describing the records. If you need more space, continue your description on a separate sheet of paper and include it with this request form.

If requesting your own personal information, provide:

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number, case number or other identification number.

If requesting another person's information, provide:

- the person's full name;
- any other name that person may have used on the records;
- any identifying numbers for the person, if you know them; and
- proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).

WHAT IS THE TIME PERIOD OF THE RECORDS?

Enter the specific dates or date ranges of the records you want to access (e.g. records for the period January 1, 2023, to August 31, 2024, or you want records from January 2024 to present, etc.)