



CALGARY POLICE SERVICE
REQUEST TO ACCESS INFORMATION
 under the *Freedom of Information and Protection of Privacy Act*

COMMON QUESTIONS

How soon will I receive my records? Your records will be provided within 30 days. Any time extensions will be provided to you in writing.

What records can I generally obtain? Personal information about or supplied by you to the Calgary Police Service or General Information about the Calgary Police Service. All disclosures are subject to the exceptions set out in the FOIPP Act.

Is your matter still before the courts? Information relating to a prosecution where all court proceedings have not been completed *is not accessible* under the FOIPP Act until proceedings have concluded.

Personal information on this form is collected under Alberta's *Freedom of Information and Protection of Privacy Act* and will be used to respond to your request. See instructions for completing this form.

About you

| | | | |
|--|-------------------------------------|------------------------|----------------------------|
| Title <i>(optional)</i> | Last Name | First and Middle Names | Previous Name(s) / Alias |
| Name of Company or Organization <i>(if applicable)</i> | | | Date of Birth (yyyy/mm/dd) |
| Mailing Address | Street | City/Town/Village | Province Postal Code |
| Telephone Number <i>(daytime)</i> | Telephone Number <i>(alternate)</i> | Fax Number | |
| E-mail Address | | | |

About your request

1. What kind of information do you want to access?

General information *(An initial fee of \$25 is required – see instructions for explanation of fees.)*

Your own personal information *(No initial fee is required for personal information.)*

2. Do you want to: receive a copy of the record? **OR** examine the record? **Choose only one.**

3. How do you want to receive the records? Choose only one.

Email **or** Regular Mail **or** Fax **or** Pick-up

About the information you want to access

1. What records do you want to access? Please give as much detail as possible.

2. What is the time period of the records? Please give specific dates. *(See instructions for details.)*

Your signature

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

FOR OFFICE USE ONLY

| | |
|---------------------------------------|----------------|
| Date Received / I.D. Viewed by Reg. # | Request Number |
| | Comments |

INSTRUCTIONS FOR COMPLETING THE REQUEST TO ACCESS INFORMATION FORM

You can access many public body records without making a request under the *Freedom of Information and Protection of Privacy Act* (the *FOIP Act*). To determine whether you need to make a request under the Act or if you need help completing the form, contact the Access & Privacy Section, Calgary Police Service at 403-428-8484.

About you

In this part of the form enter:

- your last name, first and middle names. Your date of birth is required if you are requesting your personal information;
- the name of the company or organization you are representing, if applicable;
- your complete mailing address and daytime telephone numbers so that the public body can contact you about the request;
- a fax number or e-mail address, if any, where correspondence may be sent.

About your request

1. What kind of information do you want to access?

Check **general** or **personal** information.

General information is information other than your personal information (see below). For example, it would include information about a third party. There is an initial fee of \$25 which must be received before we will begin processing your request. In addition, we will provide you with an estimate of how much it will cost to process your request. If the total cost of processing your request is more than \$150, you will be required to pay a 50% deposit. The records will only be provided once the fee is paid in full estimate

Personal information is your own personal information or the personal information of an individual you are entitled to represent.

- You must provide proof of your identity before records containing your personal information are released to you.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).
- There is no fee for accessing your own personal information unless the cost of producing copies is more than \$10. In these cases, you will be notified of the fee.

2. **Do you want to receive a copy of the record OR examine the record?** Check the appropriate box indicating whether you want to receive a copy of the record *or* examine the record.

3. **How do you want to receive your records?** Do you want to receive your records via email (encrypted file), fax, regular mail or pick-up? Check the appropriate box.

About the information you want to access

1. What records do you want to access?

- Be as specific as possible in describing the records.
- If you know the case # or complaint #, enter it here. Officer names can also help in locating the record.
- If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

If requesting another person's information, give:

- the person's full name;
- any other name that person may have used on the records; and
- their date of birth

If you are requesting records for another person, you will have to provide proof that you have authority to act for that person.

2. What is the time period of the records?

Enter the specific dates or date ranges of the records you want to access. (e.g. if you want records for the period January 1, 2007 to August 31, 2013, enter those dates. If the record relates to a police incident and you know the date, provide it here.

Your signature

Sign and date the form and send your completed form, and initial fee if applicable, to:

FOIPP Coordinator
Calgary Police Service
Access & Privacy Section #640
5111 – 47 Street NE
Calgary AB T3J 3R2

Or fax to: 403-216-5321

Or email to: access@calgarypolice.ca