



## **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.

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### **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](mailto:access@calgarypolice.ca)