



REQUEST TO ACCESS INFORMATION

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

About You (PLEASE PRINT)

Check the title by which you prefer to be addressed and enter your last, first and middle names. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address, daytime and evening telephone numbers. The Lethbridge Regional Police Service may need to contact you should we have any questions about your request.

<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	Last Name	First Name	Middle Name
<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss			
Date of Birth Year/Month/Day		Company Name (if applicable)		
Mailing address				
City		Province	Postal Code	
Daytime Telephone Number ()		Evening Telephone Number ()	Other Telephone Number ()	

About your request

What kind of information are you requesting? Indicate whether you are requesting general or personal information.

General information:

If you are making a request for general information, there will be an initial fee of \$25. You will be provided with an estimate of how much your request will cost before processing begins. If the total cost of processing your request is more than \$150, you will be required to pay a 50 per cent deposit. The records will be provided when the fee is paid in full.

Personal information:

If you are requesting records containing your personal information, you will have to provide proof of your identity before the records are released to you. If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee, or that you have power of attorney for the person. There is no fee for accessing personal information unless the cost of producing the copies is more than \$10. In these cases, you will be notified of the fee.

See fees schedule at the back.

About The Information That You Wish To Access

What information are you requesting? Please be as specific as possible in describing the records. The more specific your request, the faster it can be answered. If you need more space, please continue your description on a separate sheet of paper and attach it to this request form.

If you are requesting your own personal information, please be sure that you provide:

- Your full name,
- Any other names that you have previously used, and

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

What is the time period of the records? Please provide dates, and be as specific as possible.

Your Signature

Signature	Date Year Month Day
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Fees Schedule

The *FOIP Act* allows public bodies to charge fees to help offset the cost of providing applicants with access to records.

Fees Schedule for general records:

A person who makes a request for access to a general record that is not a record of the applicant's own personal information is required to pay:

- . an initial fee of \$25.00 for a one-time request; or
- . an initial fee of \$50.00 when a continuing request.

The head of a public body may require an applicant to pay fees for the following services:

- Searching for, locating and retrieving a record \$6.75 per ¼ hrs
- Producing a paper copy of a record:
 - (a) photocopies and computer printouts:
 - (i) black and white up to 8 ½ " x 14" .. \$0.25 per page
 - (ii) other formats \$0.50 per page
 - (b) from microfiche or microfilm \$0.50 per page
 - (c) plans and blueprints Actual cost
- For producing a copy of a record by duplication of the following media:
 - (a) microfiche and microfilm Actual cost
 - (b) computer disks \$2.00 per slide
 - (c) computer tapes \$5.00 per disk
 - (d) slides Actual cost
 - (e) audio and video tapes Actual cost
- For producing a photographic copy printed on photographic paper from a negative, slide or digital image
 - (a) 4" x 6" \$ 3.00
 - (b) 5" x 7" \$ 6.00
 - (c) 8" x 10" \$10.00
 - (d) 11" x 14" \$20.00
 - (e) 16" x 20" \$30.00
- For producing a copy of a record by any Process or in any medium or format not listed in sections above Actual cost
- For preparing and handling a record for disclosure \$6.75 per ¼ hr
- For supervising the examination of a record \$6.75 per ¼ hr
- For shipping a record or a copy of a record Actual cost

When the amount of fees required to process the request exceeds \$150.00, the total amount is charged to the applicant.

Fees Schedule for Personal Information:

A person who makes a request for access to personal information is required to pay:

- . copying fees, when those fees exceed \$10.00, as determined by the public body in accordance with the FOIP Regulation.

The head of a public body may require an applicant to pay fees for the following services:

- Producing a paper copy of a record:
 - (a) photocopies and computer printouts:
 - (i) black and white up to 8 ½ " x 14" .. \$0.25 per page
 - (ii) other formats \$0.50 per page
 - (b) from microfiche or microfilm \$0.50 per page
 - (c) plans and blueprints Actual cost
- For producing a copy of a record by duplication of the following media:
 - (a) microfiche and microfilm Actual cost
 - (b) computer disks \$2.00 per slide
 - (c) computer tapes \$5.00 per disk
 - (d) slides Actual cost
 - (e) audio and video tapes Actual cost
- For producing a photographic copy printed on photographic paper from a negative, slide or digital image
 - (d) 4" x 6" \$ 3.00
 - (e) 5" x 7" \$ 6.00
 - (f) 8" x 10" \$10.00
 - (g) 11" x 14" \$20.00
 - (h) 16" x 20" \$30.00
- For producing a copy of a record by any Process or in any medium or format not listed in sections above Actual cost
- For preparing and handling a record for disclosure \$6.75 per ¼ hr
- For supervising the examination of a record \$6.75 per ¼ hr
- For shipping a record or a copy of a record Actual cost

Subject to the fee waiver provision (section 93(4)), when the fee exceeds \$10.00, the total amount will be charged to the applicant.