



LETHBRIDGE POLICE SERVICE INSURANCE/LAW FIRM/ OTHER REQUEST FORM

The Personal Information on this form will be collected and shared pursuant to the *Protection of Privacy Act* (POPA) and any other legal requirements where they are consistent with POPA. Any questions regarding the collection and use of information can be directed to the Access and Privacy Unit at routinerequest@lethbridgepolice.ca. For general enquiries and questions related to the LPS Routine Request for Information Process, please visit our website at www.lethbridgepolice.ca or contact the Access and Privacy Unit at routinerequest@lethbridgepolice.ca.

All Requests MUST Include:

- **Authorization** from your insured/client. Authorizations must be dated within 90 days of the request.
- **Payment** in Full (certified cheque or money order)

You are Requesting

Routine Request for Information	\$57.75 (inclusive of all applicable taxes) per occurrence
Production of Multimedia	\$55 (inclusive of all applicable taxes) per media file
Photobook	
Video	
Audio (Excluding witness statements)	
Collision Technical Reports	routinerequest@lethbridgepolice.ca

Part 1 - Requestor Information (Please Print Clearly)

Insurance Company/ Law Firm/ Other	Claim/ File Number	
Request's Name	Direct Phone Number	
Email Address		
Mailing Address		
City	Province	Potal Code

Part 2 – Insured/ Client Information

Surname/ Family Name	Given Names	Date of Birth YYYY-MM-DD
Involvement in LPS Occurrence		

Part 3 – LPS Occurrence Details

Occurrence/File No.	Type of Occurrence
Date and Time YYYY-MM-DD	Location

Part 4 – Motor Vehicle Collision (If Applicable)

Vehicle Number 1	Vehicle Number 2
Driver's Name	Driver's Name
Driver's Address	Driver's Address
Registered Owner's Name	Registered Owner's Name
Registered Owner's Address	Registered Owner's Address
If your insured/client was a passenger provide the name of the vehicle driver	

Part 5 – Reason for Request (please be specific)

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Part 6 - Signature

As signatory, I certify the accuracy of the provided information and understand services are deemed fully rendered at the commencement of processing. Complete request packages may be mailed to the LPS Access and Privacy Unit at 135 1 Avenue South, Lethbridge, AB T1J 0A1.

Signature

Date YYYY-MM-DD