



## LETHBRIDGE POLICE SERVICE REQUEST TO CORRECT PERSONAL INFORMATION

Personal information on this form is collected under Alberta's *Protection of Privacy Act* and will be used to respond to your request. Please read the form carefully, and complete all applicable fields, you are responsible to review and sign all pages of the form.

ABOUT YOU		
Last Name	First Name	Middle Initial
Date of Birth	Company Name (if applicable)	
Mailing address		
City	Province	Postal Code
Daytime Phone	Email Address	
ABOUT YOUR REQUEST		
<b>Whose information do you want to correct?</b>		<b>Click to Attach Required Documentation</b>
<input type="checkbox"/> Your own personal information <input type="checkbox"/> Another person's information (attach proof that you can legally act for the person)		
<b>What personal information needs to be corrected?</b> Please give as much detail as possible. (Be sure to give the complete name that is in the records if it is different from the name given above. If you need more space, please attach a separate sheet of paper.)		
<b>What correction do you want to make and why?</b> (Please attach any documents that support your request.)		
Your Signature		
Signature		Date
<b>For Office Use Only</b>		
Date	Comments	APU File No.



## How to Complete the Form

### How to Complete this form

You can correct information in Lethbridge Police Service records without making a request under the *Protection of Privacy Act (POPA)*. To determine whether you need to make a request under *POPA*, or if you need help completing the form, contact Lethbridge Police Service Access and Privacy Unit, 135 1 Avenue S, Lethbridge, Alberta T1J 0A1 (403)330-5059, [FOIPPArequest@lethbridpolice.ca](mailto:FOIPPArequest@lethbridpolice.ca).

### About You:

Enter your last name and first name. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your daytime phone number. The LPS may need to contact you if they have any questions about your request. If you have a e-mail address where correspondence can be sent, enter it in the spaces provided.

### About Your Request:

Whose information do you want to correct? Indicate whether you want your personal information or another person's information to be corrected.

#### **Your personal information:**

If you want your records to be corrected, you will have to provide proof of your identity. (One government issued picture identification AND a 'selfie' of you holding your ID)

#### **Another person's information:**

If you want the records of another person to be corrected, 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.

### About The Information You Want Access To:

1. What records contain the information that you want corrected? Please be as specific as possible in describing the records. The more specific your request, the quicker and more accurately 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 want a correction made to your own personal information, please be sure that you give:

- your full name
- any other names that you have used on the records; and
- any identifying numbers for that person if you know them.

2. What corrections do you want made? What is incorrect about the information that is currently on the record? Please be specific.

### Your Signature:

Sign and Date the form. Submit the completed form  
Lethbridge Police Service, 135 1 Avenue S, Lethbridge,  
Alberta T1J 0A1.

Signature: