



# LETHBRIDGE POLICE SERVICE 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)			
Title (optional)	Last Name	First Name	Middle Name
Date of Birth	Company Name (if applicable)		
Year	Month	Day	
Mailing address			
City	Province	Postal Code	
Daytime Telephone Number (     )	Evening Telephone Number (     )	Other Telephone Number (     )	
ABOUT YOUR REQUEST			
<b>What kind of information are you requesting?</b> Chose one. <input type="checkbox"/> <b>General information:</b> (An initial fee of \$25 is required) <input type="checkbox"/> <b>Personal information:</b> (No initial fee is required for personal information)			
<b>How do you want to receive the records?</b> Chose one <input type="checkbox"/> Regular Mail <input type="checkbox"/> Pick-Up Front Counter <input type="checkbox"/> Examine the Record			
<b>What records do you want to access?</b>  Please provide as much detail as possible. 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: <b>your full name, any other names</b> that you have previously used, and if you are requesting records for another person (3 <sup>rd</sup> party), <b>you will have to provide proof that you have the authority to act for that person.</b>			
<b>What is the time period of the records?</b> Please give specific dates. (see reverse for details)			
Your Signature			
Signature		Year	Month
		Day	
For Office Use Only			
Verified by:		Date:	Payment Method (if applicable)
			Debit    Cash
			Cheque #
Date	Comments	FOIP File No.	



## How to Complete the Form

You can request access to many of the Lethbridge Police Service records without making a request under the Freedom of Information and Protection of Privacy Act. To determine whether you need to make a request under the Act, or if you need help completing the form, contact Police Information Specialist of the Lethbridge Police Service, 135 1 Avenue S, Lethbridge, Alberta T1J 0A1, (403) 330-5059.

### **About You:**

In this part of the form enter:

- Your last name, first name and preferred title, if any;
- The name of the company or organization you are representing, if applicable;
- Your complete mailing address and daytime and evening telephone numbers so that the public body can contact you about the request;

### **About Your Request:**

**What kind of information do you want to access?** Check general or personal information.

**General information:** Information other than personal information. For example, it would include information about a third party.

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% deposit. The records will be provided when the fee is paid in full.

**Personal information:** Your own personal information or the personal information of an individual you are entitled to represent.

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.

**Continuing request:** The same request that is processed repeatedly at pre-determined time intervals over a period of up to 2 years.

If you are making a continuing request contact the Information Specialist for the Lethbridge Regional Police Service. There will be an initial fee of \$50 and applicants must pay any additional costs as the information becomes available.

**How do you want to receive the records?** Check the appropriate box.

### **About The Information That You Wish To Access:**

**What information are you requesting?** Be as specific as possible in describing the record(s). If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

If requesting your own personal information, give:

- Your full name;
- Any other names that you have previously used; and
- Any identifying number that relates to the records, such as your employee number, case number or other identification number.

**If requesting another person's information, give:**

- The person's full name;
- Any other name that person may have used on the records; and
- Any identifying numbers for the person, if you know them.

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

**What is the time period of the records?** Enter the specific dates or date ranges of the records you want to access. For example if you are requesting records for the period January 1, 2005 to August 31, 2007, enter those dates. If you are requesting records from August 2008 to present, enter "August 2008 to present."

### **Your Signature:**

Sign and Date the form. Submit the completed form, and the initial fee is applicable, to the Information Specialist of the Lethbridge Police Service, 135 1 Avenue S, Lethbridge, Alberta T1J 0A1.