FOI #: (Internal Use) _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

REQUEST FOR ACCESS TO RECORDS
The Town of Lake Cowichan

LAST NAME	**FIRST NAME**	
STREET ADDRESS	**CITY**	**PROVINCE/POSTAL CODE**
PHONE NUMBERS	EMAIL ADDRESS	OTHER CONTACT INFO

Under section 75 of the Freedom of Information and Protection of Privacy Act the Town of Lake Cowichan is permitted to charge fees for processing your request. The first three hours of staff time to locate and retrieve records are free of charge, additional time will be charged at a rate of $7.50 per ¼ hour. Copying charges are $0.25/page, and shipping will be the actual cost. You may reduce the fees payable by narrowing your request, coming in to view the records rather than requesting copies, or picking up the information rather than having it couriered. Fees (if applicable) will be due upon release of information requested. If you are unsure of how to request the information you are seeking, call 250.749.6681 to discuss.

DETAILS OF INFORMATION REQUESTED. Please describe the records you are requesting in detail.
You may make a request for records without using this form, provided you do so in writing to general@lakecowichan.ca. ***Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of responding to your request.***

TODAYS DATE	Print Name:	Signature: