



## Request for Access to Records

You may make a request for access to records without using this form, provided you do so in writing. 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. There may be a cost associated with this request.

| APPLICANT'S INFORMATION   |                        |   |                 |
|---|------------------------|---|-----------------|
| Last Name   | First Name             | Company Name (if applicable)  |                 |
| Address   | City/Town              | Province  | Postal Code     |
| Day Phone Number  | Alternate Phone Number | Email Address   |                 |
| DETAILS OF REQUESTED INFORMATION  |                        |   |                 |
| Where are you directing your request?   |                        | Time period of the records:   |                 |
|   |                        | From (mm/dd/yyyy)   | To (mm/dd/yyyy) |
| Describe the records you are requesting. Be as specific as possible. (Please specify any Ref # or File #, if known.)  |                        |   |                 |
| <input type="checkbox"/> Are you requesting access to another person's personal information?<br>(Please attach the appropriate signed consent for disclosure or proof of authority.)  |                        | Preferred method of access to records:<br><input type="checkbox"/> Examine Original or<br><input type="checkbox"/> Receive Copy |                 |
| SIGNATURE   |                        |   |                 |
| Your signature  |                        | Date signed: YY/MM/DD   |                 |
| This information is collected for administrative and/or operational functions of the District of Highlands as authorized by the <i>Local Government Act</i> . It will be used and maintained, in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> . Please contact Corporate Services if you have any questions at 250-474-1773. |                        |   |                 |
| <b>YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING.</b>   |                        |   |                 |

Once completed, please submit by mail, in person or by email to:

District of Highlands  
Attention: Corporate Officer  
1980 Millstream Road, Victoria BC V9B 6H1  
Email: [info@highlands.ca](mailto:info@highlands.ca)