



This form is to be used to request access records under the custody and control of Rocky View County in accordance with Alberta's *Access to Information Act* and *Protection of Privacy Act* that are not publicly available.

About you

First Name		Last Name	
Name of Company or Organization (if applicable)			
Mailing Address		City/Town/Village	Province
Postal Code	Telephone Number	Fax Number	
Email Address			

About your request

1. What kind of information do you want to access?

Please check one:

- General information (An initial fee of \$25 is required – see instructions for explanation of fees.)
- Your own personal information (No initial fee is required for personal information.)
- Personal information about another (Please attach proof that you can legally act for that person.)

2. Do you want to: receive a copy of the record? OR examine the record?

Copies of responsive records will be provided electronically, through email. In the event that a file is too large to send through email, it will be uploaded to a FTP site and a link will be sent to you.

3. What records do you want to access? Please give as much detail as possible. If you need more space, please attach a separate sheet of paper.

4. What is the time period of the records? Please give specific dates.

Your signature

Signature	Date
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Collection of personal information

Personal information provided on this form is collected under section 4(c) of Alberta's *Protection of Privacy Act* in order to administer Rocky View County's Access to Information program and provide applicants responses to their requests. If you have questions about this collection and their use, please contact the FOIP Coordinator at ATIA@rockyview.ca or 403-230-1401.



Instructions

Sign and date the form and send it to the FOIP Coordinator using any ONE of the following methods:

- Mail: 262075 Rocky View Point, Rocky View County, Alberta T4A 0X2
- Email: ATIA@rockyview.ca
- In person at the County Hall: 262075 Rocky View Point, Rocky View County, Alberta.

Do not include your credit card information when sending the form remotely.

How to make a request

To obtain access to a record, a request must:

- be in writing;
- be submitted to the public body the applicant believes has custody or control of the record;
- providing enough detail to enable the public body to locate and identify the record within a reasonable time with reasonable effort; and
- be accompanied by a fee where a fee is required under ATIA.

Determining what kind of request is being made

- A request for general information is request for information other than your own personal information. For example, it would include information about a third party. Most requests Rocky View County receives are general information requests.
- A request for personal information is recorded information about an identifiable individual. A request for personal information can only be made for your own personal information or for the personal information of an individual you are entitled to represent.

Are you requesting general information?

- There is an initial fee of \$25.00. For a request to Rocky View County, make the cheque payable to Rocky View County.
- The County provides you with an estimated cost before processing begins.
- If the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit.
- Generally, the records are provided when the fee is paid in full.

Are you requesting personal information?

- You must provide proof of your identity before records containing your personal information are released to you.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).
- There is no initial fee for accessing your own personal information.
- If the cost of photocopying is more than \$10, you will be notified of the fee.

How to ask for the records you want to access

Continuing request

You may indicate in a request that the request, if granted, continues to have effect for a specified period of up to 2 years. Contact the FOIP Coordinator if you are looking to make a continuing request.

- The initial fee is \$50.00.
- You must pay any additional costs as the information becomes available.

What records do you want to access?

- Be as specific as possible in describing the records.
- 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;
- any identifying numbers for the person, if you know them; and
- proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).

What is the time period of the records?

- Enter the specific dates or date ranges of the records you want to access. (e.g. if you want records for the period January 1, 2005 to August 31, 2007, enter those dates. If you want records from August 2008 to present, enter "August 2008 to present.")

What to expect after submitting your request

- Within a few days you should receive an acknowledgment letter, confirming receipt of your request.
- You may also receive a call or email asking for further clarification.
- Read the wording used on the acknowledgment letter as it may not be identical to what you submitted. If the wording appears to be changing the intention of your request, please contact the FOIP Coordinator at 403-230-1401 or ATIA@rockyview.ca right away.