



## Instructions

*Please*

- Make only one request on each application form
- Describe the records or information you are seeking in as much detail as possible
- Enclose a cheque or money order for the \$5.00 application fee payable to the public body to which the request is submitted (or, if a government department, payable to the Newfoundland Exchequer)
- Send or deliver this form and the fee to the Access and Privacy Coordinator of the public body most likely to have the records you are seeking
- Keep a copy for your records
- Please note that under authority of section 68 of the *Access to Information and Protection of Privacy Act* (the *ATIPPA*) you may be asked to pay certain additional costs as prescribed by the Minister responsible for the *ATIPPA*, before gaining access to records. If the estimated costs of a request for general information are more than \$50, you will be sent an Estimate of Costs and a request to pay a 50% deposit.
- Please note that if the public body does not respond within 30 days of receipt of this application, you may appeal to the Supreme Court Trial Division or ask for a review by the Information and Privacy Commissioner, under authority of section 43 of the *ATIPPA*. In addition, if the public body extends this 30-day time period under subsection 16(1) of the *ATIPPA*, you may make a complaint to the Information and Privacy Commissioner in accordance with section 44 of the *ATIPPA*.
- The *ATIPPA* may be viewed in its entirety at <http://www.gov.nl.ca/hoa/statutes/a01-1.htm>
- Further information about making a request for access is available on the Access to Information and Protection of Privacy Coordinating Office web site which may be found at [www.gov.nl.ca/just](http://www.gov.nl.ca/just).

Personal information collected on this form is protected by the *Access to Information and Protection of Privacy Act* and will be used only to respond to this request. Inquiries about the use and protection of this personal information should be directed to the Access and Privacy Coordinator of the public body to whom the application is sent.