

Instructions

Please

- Make only one request on each application form.
- Describe the records or information you are seeking in as much detail as possible.
- If you are requesting personal information (or correction of personal information) on behalf of another individual, you must complete a **Proof of Authority** form. Please attach a completed Proof of Authority to this application form.
- 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.
- Enclose a cheque or money order for the \$5.00 application fee payable to the public body to which the personal information request is submitted (or, if a government department, payable to the **Newfoundland Exchequer**).
- Please note that if the public body does not respond within 30 days of receiving this application, you may ask for a review by the Information and Privacy Commissioner, under authority of section 43 of *the ATIPP Act*, or you may appeal to the Supreme Court Trial Division. In addition, if the public body extends this 30-day time period under subsection 16(1), you may make a complaint to the Information and Privacy Commissioner in accordance with section 44.
- The *ATIPP Act* may be viewed in its entirety at:
<http://www.assembly.nl.ca/legislation/sr/statutes/a01-1.htm>
- Further information about making a request for, or correction of, personal information can be found on the **Access to Information and Protection of Privacy (ATIPP) Office** website:
<http://www.justice.gov.nl.ca/just/civil/atipp/>

Personal information collected on this form is protected by
the *Access to Information and Protection of Privacy (ATIPP) 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.