



# Request for Access to Records Held by the City of Port Coquitlam Freedom of Information and Protection of Privacy Act (FOIPPA)

Many of the City's records can be accessed without submitting a formal request under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. Please check the City's website before submitting a formal request.

### Contact Information

First Name\*: \_\_\_\_\_ Last Name\*: \_\_\_\_\_

Telephone number\*: \_\_\_\_\_ Email address: \_\_\_\_\_

### Your Request

1. How do you want to access the records? (Please mark one of the circles)\* – FEES MAY APPLY

- Receive a copy by e-mail - please provide your e-mail address in the Contact Information section above
- Pick up a copy at City Hall in Port Coquitlam
- Receive a copy by mail - please provide your mailing address:

Street (incl. house/apartment number): \_\_\_\_\_

City/Town/Village: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

2. What records do you want to access?\*( Please describe the records you are requesting. Be as specific and detailed as possible, as this will help with the request. If you need more space, attach a separate sheet.)

**NOTE:** If you are requesting personal information, provide the full name of that person, and any other names used previously. If you are requesting someone else's personal information, please attach either that person's signed consent for disclosure or proof of authority to act on their behalf; otherwise, that information will not be provided.

3. What is the time period of the records?

4. Please provide any reference or file numbers, if known.

### Your Signature

SIGNATURE\*: \_\_\_\_\_ DATE\*: \_\_\_\_\_

\* Indicates required information

#### What Happens Next?

Once completed and signed, scan and e-mail this form to [corporateoffice@portcoquitlam.ca](mailto:corporateoffice@portcoquitlam.ca), fax it to 604.927.5402, or mail/deliver it to the Records and FOIPPA Administrator, City Hall, 2<sup>nd</sup> Floor, 2580 Shaughnessy Street, Port Coquitlam, BC, V3C 2A8. Once we receive your request, we will send you an acknowledgment letter. Note that FOIPPA allows the City 30 business days to respond to your request.

Personal information entered on this form is collected under the authority of the *Freedom of Information and Protection of Privacy Act (FOIPPA)* and will be used to respond to your request. If you have any questions or concerns about how your information will be used, contact the City's Records and FOIPPA Administrator at 604.927.5250 or [corporateoffice@portcoquitlam.ca](mailto:corporateoffice@portcoquitlam.ca).