

### Application for Access

Please see next page for further instructions

#### Applicant

Last Name	<input type="text"/>	First Name	<input type="text"/>		
Address	<input type="text"/>	City/Town	<input type="text"/>	Province	<input type="text"/>
Postal Code	<input type="text"/>	Email	<input type="text"/>		
Daytime Phone	<input type="text"/>	Fax	<input type="text"/>		

#### To which public body are you making your request?

([View list of public bodies](#) that may have the records you wish to access)

#### What information are you requesting?

My own personal information       General information

Personal information for another person (Attach proof of authority)

#### I wish to obtain access to the following records (Attach additional page for description if required)

Date range

Applicant's Signature: \_\_\_\_\_

*For Public Body Use Only*

*Date Received* \_\_\_\_\_ *Number* \_\_\_\_\_

## Instructions

### Please

Make only one request on each application form.

Describe the records or information you wish to access in as much detail as possible. If relevant, include a date range, program area and/or other information that helps to focus your request.

Consider communicating with the Access and Privacy Coordinator of the public body to which you are submitting this form in order to clarify the wording and/or narrow the scope of your request.

Once complete, submit this form to the Access and Privacy Coordinator of the public body most likely to have the records you wish to access. Contact information for the Access and Privacy Coordinators is available at <http://www.gov.mb.ca/fippa/wheretosend/index.html>.

Contact information may also be obtained by calling:

- The Information and Privacy Policy Secretariat 204-945-1252 or toll free in Manitoba 1-800-617-3588  
or
- Manitoba Government Inquiry 204-945-3744 or toll free in North America 1-866-626-4862

There is no fee for making an application under FIPPA or for the first 2 hours spent by the public body searching and preparing information for you. Requests that are broad in nature can take longer to process and may result in the issuing of a fee estimate as prescribed by the Access and Privacy Regulation. If you are issued a fee estimate, you will need to sign and pay it before gaining access to the records requested.

Note that if the public body does not respond within 30 days after receiving this application, or if the public body extends this 30-day time period under subsection 15(2) of The Freedom of Information and Protection of Privacy Act, you may file a complaint with the Office of the Ombudsman.

**The personal information you provide on this form is needed to respond to your access request. It is collected under the authority of clause 36(1)(a) of The Freedom of Information and Protection of Privacy Act (the “Act”) and the Access and Privacy Regulation. Your personal information is protected by the Act. We cannot use or disclose your personal information for other purposes unless you consent or we are authorized to do so by the Act.**

**If you have any questions about your personal information, please contact the Access and Privacy Coordinator of the public body to which you sent your access request.**

**Keep a copy for your records.**