



ACCESS / CORRECTION REQUEST

Municipal Freedom of Information and Protection of Privacy Act

CONTACT: Town of Hearst
Clerk's Office
925 Alexandra Street, P.O. Bag 5000
Hearst, ON P0L 1N0
Telephone: 705-362-4341 (1001)
Fax: 705-362-5902
Email: townofhearst@hearst.ca

A \$5.00 fee applies for each request

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Directed to: <p style="text-align: center;"><i>Corporation of the Town of Hearst</i></p>
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If request is for access to, or correction of own personal information records:
 Last name appearing on records: same as below or

Your Contact Information:

Last Name	First Name	Middle Name	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss
Address (Street/ Apt. No./ P.O. Box No./ R.R. No.)		City or Town	Province	Postal Code	
Email	Home Telephone	Mobile Telephone			

Detailed description of requested records or personal information to be corrected:

Note: If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation.

Preferred method of access to records: <input type="checkbox"/> Examine Original (on site only) <input type="checkbox"/> Receive Copy	Signature	Day	Date Month	Year
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For Office Use Only				
Date Received:		Received By:		
Day	Month	Year	Signature:	\$5.00 Fee Paid: <input type="checkbox"/>

Personal information contained in this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Town of Hearst, Clerk's Office, 925 Alexandra Street, P.O. Bag 5000, Hearst, ON, P0L 1N0, Tel. 705-362-4341 (1001).



Summary of Fees for Information Requests Under the Municipal Freedom of Information and Protection of Privacy Act

Note:

If you are requesting information about yourself, your request is considered a “personal information request”. All other requests for information, whether about a person other than yourself, or about a government program or activity, are considered “general information requests”.

If you are requesting another person’s personal information records, you must provide proof that you have the authority to act for them (e.g., power of attorney, guardian or trusteeship order).

The Goods and Services Tax and the Provincial Sales Tax are not applicable to fees charged under FIPPA/MFIPPA.

Once the application fee is paid, the requester shall be provided with access to records and/or a decision letter within 45 business days.

FEES FOR PERSONAL INFORMATION REQUESTS

Application Fee	\$5.00
Photocopying	\$0.20 per page
CD / Floppy Disk	\$10.00
Computer Programming (developing a program to retrieve information)	\$15.00 per 15 mins.
Appeal Fee	\$10.00

FEES FOR GENERAL RECORDS REQUESTS

Application Fee	\$5.00
Photocopying	\$0.20 per page
CD / Floppy Disk	\$10.00
Search Time (searching for records, examining file indices, file plans or listings of records)	\$7.50 per 15 mins.
Record preparation (physically preparing the record for disclosure)	\$7.50 per 15 mins.
Computer Programming (developing a program to retrieve information)	\$15.00 per 15 mins.
Appeal Fee	\$25.00

* If unable to provide specialized copies, such as microfilm or fiche, the material can be sent to outside facilities for copying, at the requester’s expense.

** Shipping charges incurred, such as postage or courier costs, can be charged to the requester.

FEE ESTIMATES AND DEPOSITS

If it costs more than \$25.00 to process a request, the requester will be provided with a fee estimate. If that amount is \$100.00 or more, a deposit of 50% of the estimated fee may be requested, and no further step to respond to the request is required until the deposit is paid in full.

All monies are payable by cash, cheque labelled to the “Town of Hearst” or debit.