

Freedom of Information Request Form

An access/connection request for information will be processed in accordance with the time limits set out in the MFIPPA and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.

If paying by cheque, please make the cheque payable to the Township of Scugog

Photocopies of originals will be provided in responding to requests. On-site viewing or originals may be arranged if required.

Part A: To be completed in full by the Requester	
Access General Records Access to Own Personal Information Correction of Own Personal Information	Directed to: Township of Scugog 181 Perry Street, PO Box 780 Port Perry, ON L9L 1A7
Requester's Information	
Last Name:	First Name:
Street Address:	City:
Postal Code:	Telephone Number:
Email:	
Detailed description of requested records, personal information records or correction of personal information. (If request is for correction of personal information, please indicate the desired correction and attach any supporting documentation)	
Preferred method of access to records: <input type="checkbox"/> Receive copy <input type="checkbox"/> Examine Original (on-site only)	
Signature _____ Date _____	
Part B: For Office Use Only	
\$5.00 Application Fee Received _____	Receipt Number: _____
Date Application Fee Received _____	
Received by: _____	
Comments:	
Personal information contained on this form is collected under Section 17 of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , and will be used to respond to your request. Questions about this collection should be directed to the Township of Scugog, 181 Perry Street, Port Perry, Ontario L9L 1A7	