

Corporate Access & Privacy
 13th Floor, West Tower
 Toronto City Hall, 100 Queen St. West
 Toronto, Ontario, M5H 2N2
 Tel: 416-392-9684

Municipal Freedom of Information and Protection of Privacy Act/Personal Health Information Protection Act

Application Fee *\$5.00. An application fee of \$5.00 is to accompany all requests for information and/or correction requests. Please make cheque/money order payable to City of Toronto. Forward to the Corporate Access and Privacy Office at City Hall, 13th Floor, West Tower, 100 Queen Street West, Toronto, ON M5H 2N2.

Please include a copy of a signed form of identification, with any request for your own personal or personal health information.

<p>Request for:</p> <p><input type="checkbox"/> Access to General Records</p> <p><input type="checkbox"/> Access to Own Personal Information/Personal Health Information</p> <p><input type="checkbox"/> Correction of Own Personal Information/Personal Health Information</p>	<p>City of Toronto</p> <p>Identify Division:</p> <p>Unit Name/Location:</p> <p>Other Institution:</p> <p>(If applicable)</p>
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Last Name:	First Name:	Initial:
Daytime Telephone No. ()	Evening Telephone No: ()	
Address:		Suite No.
City/Town:	Province:	Postal Code:

Detailed description of requested records, personal information records or personal information to be corrected.
 ** If you are requesting a correction of personal information, please indicate the desired correction and attach any supporting documentation.

Preferred method of access to records: Examine Original Or Receive Copy
 * Fees: Please note processing costs (i.e., photocopying, postage) may apply. [Click here to see fee schedule.](#)

Signature Of Applicant _____ Date _____
 Day Month Year

Office Use Only																					
<input type="checkbox"/> MFIPPA	<input type="checkbox"/> PHIPA	<input type="checkbox"/> BOTH																			
Date Request Received	Date Application Fee Received	Date Due	Request Number																		
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The personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*. The information will be used for the purpose of responding to your request. Questions about this collection should be directed to the Director, Corporate Access and Privacy Office, at (416) 392-9684, 13th floor, West Tower, City Hall, 100 Queen St. W. Toronto, ON M5H 2N2

SUMMARY OF FEES

A: FOR INFORMATION REQUESTS UNDER THE *MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)*

The payment and amount of fees are set out in the *Act* and its regulations. Permitted fees are:

FEES FOR REQUESTS FOR PERSONAL INFORMATION

A request for information about oneself is considered a "personal information request". The following fees apply to requests for your own personal information:

Application Fee:	\$5.00 - To be paid when you submit your request; Application Fee is mandatory and not subject to waiver
* Photocopying:	\$0.20 / page (Requester's copy only)
Computer Programming:	\$15.00 per ¼ hour if needed to develop program to retrieve information;
Diskettes/CD's:	\$10.00 for each diskette/CD.

FEES FOR REQUESTS FOR GENERAL INFORMATION

Requests for information, whether about a person other than yourself or about a government program or activity are considered "general information requests". The following fees apply to a request for general information:

Application Fee:	\$5.00 - To be paid when you submit your request; Application Fee is mandatory and not subject to waiver
Search Time:	\$7.50 per ¼ hour required to search and retrieve records;
Record Preparation (i.e. severing):	\$7.50 per ¼ hour required to prepare records for release;
* Photocopying:	\$0.20 / page (Requester's copy only)
Computer Programming:	\$15.00 per ¼ hour if needed to develop program to retrieve information;
Diskettes/CD's:	\$10.00 for each diskettes/CD.

* *Please note that the individual will be provided the option of viewing originals on site. Select photocopying fees may apply.*

B: FOR INFORMATION REQUESTS UNDER THE *PERSONAL HEALTH INFORMATION PROTECTION ACT (PHIPA)*

Same fees are applicable as for requests for personal information under *MFIPPA*.

Note: The time for processing access requests is 30 days. A time extension, however, may be applied where necessary.