



Law Enforcement Request for Personal Information

The following information is being requested under section 32(g) of the Municipal Freedom of Information and Protection of Privacy Act which allows for the disclosure of records containing personal information for the purposes of aiding a law enforcement investigation.

A separate form must be completed for each City of Toronto division contacted for records. (ie. Shelters, Children's Services- 2 forms)

Part 1: This section to be completed by the attending Law Enforcement Officer

Information Requested			
Investigation Number			
<input type="checkbox"/> Yes <input type="checkbox"/> No Review Original Documents <input type="checkbox"/> Yes <input type="checkbox"/> No Copies Requested <input type="checkbox"/> Yes <input type="checkbox"/> No Original Requested (Requires subpoena: Contact Legal Services for direction)			
I, _____ (Officer Name - First, Last) request the above personal information to aid an investigation undertaken by _____ (Law Enforcement Institution) with view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.			
Investigating Officer Signature	Badge ID Number	Business Telephone Number	Date (yyyy-mm-dd)

Part 2: This section to be completed by City Staff

Description of Records Disclosed	
Client/Employee Name (First, Last)	City of Toronto Division
File Location (Area/District)	
File/Record Title(s)	
Form Completed by Proxy (Emergency Only)	

City Staff Contact Name (First, Last)		City Staff Signature	
Date (yyyy-mm-dd)	Business Telephone Number	Referred to Senior Management <input type="checkbox"/> Yes <input type="checkbox"/> No	

Place the original form in the file relating to the requested information and send **a copy of this form** to:
City Hall, 13th Floor, West Tower, 100 Queen Street West, Toronto, Ontario and M5H 2N2, Attn: Privacy & Open Information.

Should you have any questions regarding the use of this form, please contact City Clerk's Office, Privacy & Open Information at privacy@toronto.ca.