



# Freedom of Information Access Request

Use this form to: Request City information  
 Request personal information or personal health information  
 Correct personal information or personal health information

Description of Information Requested	
Which City office or division has the information you are requesting, if you know it:	What are the dates of the information you are requesting for, if applicable (use date format yyyy-mm-dd):  <b>From</b> <span style="margin-left: 150px;"><b>To</b></span>

Contact Information			
<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	First Name		Last Name
<input type="checkbox"/> Mrs. <input type="checkbox"/> Miss			
Street Number	Street Name		Suite/Unit Number
City/Town	Province	Postal Code	
Telephone Number	Alternate Number	Email	
Signature			Date (yyyy-mm-dd)

Before sending your request, ensure you have:

- Provided a detailed description of the information or records you are requesting
- Included the \$5 (non-refundable) application fee (cash, cheque or money order), payable to: **City of Toronto**
- If requesting personal information or personal health information, include a photocopy of a signed, government-issued identification (i.e. Driver's Licence or Passport)
- If correcting personal information or personal health information, indicate the desired correction and attach supporting documentation

**Mail request** to: Access and Privacy Unit, City Hall, 13<sup>th</sup> Floor, West Tower, 100 Queen Street West, Toronto, Ontario, M5H 2N2.

For further information about information requests, please visit

[www.toronto.ca/city-government/accountability-operations-customer-service/access-city-information-or-records/freedom-of-information/](http://www.toronto.ca/city-government/accountability-operations-customer-service/access-city-information-or-records/freedom-of-information/) or call 416-392-9684.

Office Use Only		
Date Received (yyyy-mm-dd)	Request Number	Type of Request
		<input type="checkbox"/> MFIPPA <input type="checkbox"/> PHIPA <input type="checkbox"/> Both
		<input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Personal Information/Personal Health Information <input type="checkbox"/> Correction to Personal Information/Personal Health Information

City Clerk's Office collects personal information on this form under the legal authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O.1990, Chapter M.56 and/or the Personal Health Information Protection Act, S.O. 2004, Chapter 3, Schedule A. The information will be used for the purpose of responding to your request. Questions about this collection can be directed to the Manager, Access and Privacy Unit, City Hall, 13th Floor, West Tower, 100 Queen Street West, Toronto, Ontario M5H 2N2 or by telephone at 416-392-9684.

# Freedom of Information Access Request

## 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:

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

#### 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 requests for general information:

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

\* 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.