



Chatham-Kent Police Service

ACCESS/CORRECTION REQUEST

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

REQUEST FOR:

- ACCESS TO GENERAL RECORDS
 ACCESS TO OWN PERSONAL INFORMATION
 CORRECTION TO OWN PERSONAL INFORMATION

NAME OF INSTITUTION REQUEST MADE TO:

Chatham-Kent Police Service
24 Third Street St
Chatham, Ontario N7M 2M5

LAST NAME APPEARING ON RECORDS: SAME AS BELOW OR _____

PERSONAL DETAILS:

Surname		First Name				
Middle Name		Other Names Used				
Contact Telephone Number(s)		Gender	Date of Birth	Year	Month	Day
Current Mailing Address	Number/Unit	Street	City	Province	Postal Code	

DETAILED REQUEST

Provide a detailed description of requested records, personal information records or personal information to be corrected

Please enter your email here:

I am requesting access to my personal information only. As I am not requesting access to any other person's information, I understand that information pertaining to other individuals will be removed from the records.

Requester's Signature _____

If the records contain the information of other individuals or other third party information, I am requesting the Chatham-Kent Police Service contact these individuals for the purposes of obtaining consent to release their personal information and/or statements or third party information to me. You may or may not disclose my identity as the requester.

Requester's Signature _____

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

FOR OFFICE USE ONLY

Date Received:	Request Number:	Comments:
_____	_____	_____

Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act, s.28(2) and the Police Services Act, s.41, for the purpose of processing this request for the Destruction of Fingerprint Records and Photographs.

HOW TO FILL OUT THE F.O.I. APPLICATION FORM

(Access / Correction Request)

Did you...

* **Fill in your date of birth?**

* **Fill in your full name, address and telephone number?**

* **Did you clearly describe what you are asking for?**

You must be specific and tell us what you want. Do you want a copy of a report?

If so, write it down, don't just describe an incident. List all particulars, i.e. date, time, occurrence number, officer's name & badge number, name of other individuals involved, etc.

* **Did you read the section starting with "Note"? And did you answer the questions?.**

* **Sign the form?**

* **Provide identification?**

* **Pay your \$5.00 application fee for each request?**

Remember, incomplete details on the form or insufficient funds will delay the processing of your request.

Once the application is received, you will hear from the F.O.I. Coordinator within 30 days or up to 90 days when requesting that we contact other individuals. Personal information must be picked up at Police Headquarters with proper identification. A further fee may apply at this time. This time frame is legislated by the **Municipal Freedom of Information and Protection of Privacy Act**.