



Please return to FOI @ Fax: (250) 763-0606
or email foia@cord.bc.ca

**FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY**

REQUEST FOR ACCESS TO RECORD

NAME OF PUBLIC BODY TO WHICH YOU ARE DIRECTING YOUR REQUEST				
Regional District of Central Okanagan				
YOUR NAME – PLEASE PRINT				
LAST NAME	FIRST NAME	MIDDLE NAME	<input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Other:	
YOUR ADDRESS				
STREET, APARTMENT No, PO BOX, RR NO.		CITY/TOWN	PROVINCE/COUNTRY	POSTAL CODE
YOUR TELEPHONE / FAX NUMBER / EMAIL				
DAY PHONE NO.		EMAIL:	DAY FAX NO.	
DETAILS OF REQUESTED INFORMATION				
<p><i>The Freedom of Information and Protection of Privacy Act can only be used to request copies of recorded information, not to pose questions to be responded to.</i> Information requested (please describe the records you are requesting – be as specific as possible as this will assist the request process. Attach a separate sheet if the space below is not sufficient). Please specify any reference or file number(s), if known.</p>				
Are you requesting access to another person's personal information? (if so, please attach as appropriate). a) That persons signed consent for disclosure, or b) Proof of authority to act on that persons behalf			<input type="checkbox"/> YES	<input type="checkbox"/> NO
PREFERRED METHOD OF ACCESS TO RECORDS	YOUR SIGNATURE			DATE SIGNED
<input type="checkbox"/> EXAMINE ORIGINAL AT THE REGIONAL DISTRICT'S OFFICE <input type="checkbox"/> RECEIVE COPY – PICK UP AT THE OFFICE – CORPORATE SERVICES <input type="checkbox"/> RECEIVE COPY VIA MAIL				YR MO DAY
FOR OFFICE USE ONLY				
REQUEST NO.	REQUEST CATEGORY:	<input type="checkbox"/> ACCESS TO GENERAL INFORMATION	<input type="checkbox"/> ACCESS TO PERSONAL INFORMATION	
REQUEST CODE	DEPARTMENT RECEIVING REQUEST			
DATE RECEIVED	YEAR	MONTH	DAY	
<p>Personal information contained on this form is collected under the Freedom of Information Protection of Privacy Act and will be used only for the purpose of responding to your request. A Local Government has 30 days to respond to a request for information.</p>				