



The Corporation of the District of Oak Bay
 Freedom of Information and Protection of Privacy
 REQUEST FOR ACCESS TO RECORDS

FOI File Number:

APPLICANT'S INFORMATION			
Last Name:	First Name:	Company Name (if applicable):	
Address:	City/Town:	Province:	Postal Code:
Daytime Phone Number:	Alternate Phone Number:	Email Address (optional):	

DETAILS OF RECORDS REQUESTED		
Name of Department(s) to which you are directing your request:	Time period of the records:	
	From: (mm/dd/yyyy)	To: (mm/dd/yyyy)

DESCRIPTION OF RECORDS (PLEASE BE AS SPECIFIC AS POSSIBLE)

Please specify any reference or file name if known:

Are you requesting access to personal information OR Access to another person's personal information by authorized party (Please attach appropriate signed consent for disclosure or proof of authority)	Preferred method of access to records: Receive a copy OR Examine original
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SIGNATURE	
Signature of Applicant:	Date signed:

This information is collected for administrative and/or operational functions of the District of Oak Bay as authorized by the *Local Government Act*. It has been collected, and will be used and maintained, in accordance with the *Freedom of Information and Protection of Privacy Act*. Please contact Corporate Services if you have any questions at 250-598-3311.

You may make a request for access to records without using this form, provided you do so in writing.

Once completed, please submit to:

Corporate Services
 District of Oak Bay
 2167 Oak Bay Avenue
 Victoria BC V8R 1G2
 E: dhopkins@oakbay.ca

Questions: Please call 250-598-3311 or email dhopkins@oakbay.ca