



ACCESS TO INFORMATION REQUEST

Instructions

- By completing this form, you are making a formal request for information pursuant to the *Access to Information Act* for RCMP records. Written requests using Treasury Board Form TBC-350-57, or a written request mentioning the Act will also be accepted. If you wish to make an informal request, contact the local RCMP office/detachment where the records are kept. Completed forms must be sent to the following address:

Royal Canadian Mounted Police
Access to Information and Privacy Coordinator
73 Leikin Dr.
Mail Stop 061
Ottawa, ON
K1A 0R2
- Describe the information being sought and provide all relevant details necessary to help the RCMP locate the requested information. Please include the city, RCMP detachment, and/or file number to expedite the search. If you require assistance, refer to **Info Source (Sources of Federal Government Information)** at www.infosource.gc.ca for a description of program records held by the RCMP or visit the RCMP's ATIP website at www.rcmp-grc.gc.ca/atip-aiprp/faq-eng.htm.
- Forward your completed request to the address in Step 1. Enclose a \$5.00 money order or cheque payable to the Receiver General of Canada. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.
- When you receive an answer to your request, review the information to determine whether you wish to make a further request under this Act. You also have the right to complain to the Information Commissioner of Canada should you believe that you have been denied any of your rights under this Act.

Information

I wish to examine the information

☐ As it is ☐ All in English ☐ All in French

Provide details regarding the information being sought. Include city, RCMP detachment or unit, and file number, if applicable.

Preferred Method of Access

☐ Receive Copies of Originals ☐ Examine Originals in Government Office

Surname	Given Name
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Street Address

City	Province	Postal Code	Telephone No.
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This request for access to information under the *Access to Information Act* is being made by:

☐ a Canadian citizen, permanent resident or another individual present in Canada OR ☐ a corporation present in Canada

Signature

Date (yyyy-mm-dd)

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act*.