



Access to Information Request

Information about you (please print)

First name _____ Last name _____

Name of company/organization (if applicable) _____

Address _____

City _____ Province _____

Postal code _____ Email _____

Phone (day) _____ Phone (alternate) _____

Information about the records you are requesting

Your own personal information General information

What records do you wish to access?

Please provide a detailed description of the records you wish to access.
This information will help locate the records.

What is the time period for the records you are requesting? (if applicable)



Access to Information Request

Application fee

A \$20 application fee must accompany all requests.

The processing of this request will not begin until this fee has been received.
A response may take up to 30 days.

Payment method Cash Cheque (Make payable to: Saskatoon Public Library) Requesting waiver of application fee

I request that the application fee related to this request be waived because payment will cause me substantial financial hardship. Details are as follows:

The person managing your request may contact you to seek clarification or to discuss aspects of the request, including additional fees if necessary. Should fees to complete your search be necessary, you may request a fee waiver but you may be required to provide evidence of substantial financial hardship.

Agreement

Personal information on this form is collected under *The Freedom of Information and Protection of Privacy Act* and will be used only as necessary to respond to your request.

Applicant signature _____ Date submitted _____

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LIBRARY USE

Date received _____ 30-day response date _____

Application number _____

Application fee received Yes No Applicant identity confirmed Yes No

Comments
