



**FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY**

REQUEST FOR ACCESS TO RECORD

Please submit via email to foi@rdco.com
or fax to 250-763-0606

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	CITY/TOWN	PROVINCE/COUNTRY	POSTAL CODE
YOUR TELEPHONE / FAX NUMBER / EMAIL			
DAY PHONE NO.	EMAIL:	DAY FAX NO.	
DETAILS OF REQUESTED INFORMATION			
<p>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. 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			
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 <i>Freedom of Information Protection of Privacy Act</i> 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>			