



City of Niagara Falls

Request for Information

Municipal Freedom of Information and Protection of Privacy Act

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Access to Correct Own Personal Information	Please note: All applications must be accompanied by payment of \$5.00 Additional fees may apply*
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<input type="checkbox"/> Dr.	<input type="checkbox"/> Miss	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Mx
First Name		Telephone (Day)			
Last Name		Telephone (Evening)			
Address		Fax Number			
City/ Province		Email address (enter below):			
Postal Code					

Provide a description or name of information and/or record(s) you wish to access by including: year, timeline, full name, address etc . . .

Please indicate the preferred format in which you want to receive the requested records:

<input type="checkbox"/> Paper Copy	<input type="checkbox"/> Electronic (Secured PDF)	<input type="checkbox"/> CD/USB
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Preferred method of access to records:

<input type="checkbox"/> Examine Original	<input type="checkbox"/> Receive Copy
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Signature:	Date: (dd/mm/yyyy)
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Personal Information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act (the Act), M56,R.S.O. 1990, and will be used for the purpose of responding to your request. Questions about this collection should be directed to the City of Niagara Falls Freedom of Information Officer, 4310 Queen Street PO Box 1023, Niagara Falls, ON L2E 6X5, (905) 356-7521.

For Office Use Only		
Date Received:	Received By:	File Number:



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*Information About the Request for Information Process

Additional Fees

The request process will not commence until the written request and application fee are received by the appropriate staff person. Additional fees may be associated with the request. The Act and regulations stipulate payments and fee amounts.

- Application fee of \$5.00 must accompany the request. The fee is mandatory and cannot be waived.
- Copies are \$0.20 per page
- Record(s) search time is \$7.50 per 15 minutes for each person required to search and retrieve record(s)
- Record(s) preparation time is \$7.50 per 15 minutes to prepare records for release
- CD/USB are \$10.00 per item
- Computer programming is \$15.00 per 15 minutes if needed to develop a program to retrieve information
- Shipping costs will be as billed according to the outside service provider

A fee estimate will be sent to the requester if the estimate fees are more than \$25.00. If the fee estimate is \$100.00 or more, the requester may be required to pay 50% of the estimate fee. A final decision letter will communicate the final fee.

Acting as an Agent on Someone Else's Behalf

If an agent will be acting on your behalf, a letter declaring that person as your agent will be required.

Fire Incident Report

Access to Fire Incident Reports can be made directly to the Niagara Falls Fire Department. Please contact btrendle@niagarafalls.ca or call (905) 356-7521 ext 2211. Differing fees will apply.

Additional Information

Please make cheques payable to: City of Niagara Falls

Please direct mail to: Clerks Services, City of Niagara Fall, 4310 Queen Street, PO Box 1023, Niagara Falls, ON, L2E 6X5. For further information regarding access to City of Niagara Falls Records and Information, please contact: Freedom of Information Officer at (905) 356-7521 ext 4271.