



City of Kingston

Access/Correction Request
Freedom of Information and Protection of Privacy

Request for: Access to General Records Access to Own Personal Information Correction of Own Personal Information	Submit to: City Clerk Kingston City Hall 216 Ontario Street Kingston, ON K7L 2Z3 <p style="text-align: right;">Include \$5.00 Application Fee</p>
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Last Name	First Name	Initial	Mr. Mrs. Ms. Miss
Street Number and Name	Apt. No./P.O. Box No./R.R. No.	City	Province

Postal Code	Telephone Number(s) Day: _____ Evening: _____
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If request is for access to, or correction of, own personal information records, please fill out the information below as well as identify the personal information bank or record containing the personal information of known:

Date of Birth (yyyy/mm/dd):	Last Name appearing on records if <u>not</u> same as above:
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Detailed description of requested records, personal information records, or personal information to be corrected.

Note: If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records:

Examine Original	Receive Copy of Original
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Name (Please Print)	Date (yyyy/mm/dd)	Signature
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Each separate request must be accompanied by the \$5.00 application fee. Cheque or money orders should be made payable to: The Corporation of the City of Kingston.

Personal information contained on this form is collected pursuant to Freedom of Information and Protection of Privacy legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the institution where the request is made.