Access / Correction Request

Municipal Freedom of Information and Protection of Privacy Act

Mail or deliver in person with payment to

City of Mississauga
Office of the City Clerk
300 City Centre Drive
MISSISSAUGA ON L5B 3C1
Tel: 905-896-5421

Personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act. R. S. O. 1990, c. M.56 and will be used for the purpose of responding to the initial request. Questions about this collection should be directed to the Freedom of Information Coordinator, Office of the City Clerk, City of Mississauga, 300 City Centre Drive, Mississauga, Ontario L5B 3C1, Telephone 905-896-5421.

NOTE TO APPLICANT: There is a $5.00 application fee which must accompany this request.

REQUEST

Name of institution request made to: **CITY OF MISSISSAUGA**

Request for: ☐ Access to general records ☐ Access to own personal information ☐ Correction of own personal information

If request is for access to, or correction of own personal information records:
Last name appearing on records: ☐ Same as below or

DETAILS

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 pesonal information.

Last name	First name	☐ Mr ☐ Mrs. ☐ Ms. ☐ Miss
Name of Company (if applicable)		Title
Address (number & street)		
City	Province	Postal Code
Telephone (day) ( )	Cell phone ( )	
E-mail address		
Preferred method of access to records ☐ Examine original ☐ Receive copy		

Detailed description of requested records, personal information records or personal information to be corrected.
(If you are requesting access to, or correction of, your personal information, please identify the personal information bank or record containing the personal information, if known.)

Signature of applicant

Date submitted

OFFICE USE ONLY

Request number	Received Date	Final Response Date