

Access or Correction Request under the Municipal Freedom of Information and Protection of Privacy Act



Mail or deliver with the \$5 application fee to:
City of Mississauga, Office of the City Clerk
300 City Centre Dr., 2nd Floor
Mississauga ON L5B 3C1

Please note that the City has 30 days to respond to
this request; however the response time for
drawing/plan requests is usually 10 working days.

The \$5 application fee (payable to the City of Mississauga)
must be included with this request form.

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*. The personal information will be used for the processing and administration of your request. Questions about this collection should be directed to the Access and Privacy Officer, Office of the City Clerk, 300 City Centre Drive, Mississauga ON, L5B 3C1, Telephone 905-615-3200 ext. 5181.

Requester's Information

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms	Your first name	Your last name
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Your company/organization name (if applicable)

Your mailing address

City <input type="checkbox"/> Mississauga or	Province <input type="checkbox"/> ON or	Postal Code
Telephone number (daytime)	Other telephone number	Email address

Type of Request

<input type="checkbox"/> Architectural drawings/plans only <i>Describe the drawings or plans required in Description of Records or Correction.</i>	Are you or your company the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No – If no, attach the permission of the owner.
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<input type="checkbox"/> General Records	<input type="checkbox"/> Your Own Personal Information	<input type="checkbox"/> Another's Personal Information by Authorized Party - Attach authorization document.	<input type="checkbox"/> Correction of Personal Information <i>Attach any supporting documentation.</i>
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Preferred method of access to records: Receive copy of records Examine original records

Description of Records or Correction

Please provide a detailed description of the records required or of the correction to be made.
Include the names of any staff members or offices that may be involved with the records and/or actions related to the subject of the request.

Property address(es) (if applicable) and detailed description of records or correction	Time period of the records From: _____ To: _____
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Your signature	Date
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For Office Use Only

Date received	Request number	Comments
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Information about Freedom of Information requests is available on the City's website: <http://www.mississauga.ca/portal/cityhall/officeofthecityclerk>.
If you have any questions, please contact the Access and Privacy Officer at privacy.info@mississauga.ca or 905-615-3200 ext. 5181.