

SECTION 1: APPLICANT INFORMATION

First Name:	Last Name:
Company or Organization <i>(if applicable)</i> :	
Address:	
Mailing Address <i>(if different from above)</i> :	
Phone Number:	Email:

SECTION 2: REQUEST DETAILS

- What kind of information do you want to access?**
☐ General Information *(An initial fee of \$25 is required)*
☐ Your own Personal Information *(No fee required)*
- How do you want to receive the information?**
☐ By Email
 ☐ By Mail
 ☐ Examine the records
- What records do you want to access?** Please give as much detail as possible.
- If inquiring about a specific property, what is the address?**
- What is the time period for the records?** Please give specific dates *(See instructions for details)*

SECTION 3: STATEMENT OF APPLICANT

By submitting this request form, I confirm that:

- I am the above-named Applicant.
- The information provided on this application is true, complete and correct.

Signature: _____ Date: _____

OFFICE USE ONLY

Date Received:	Received By:
Case Number:	Initial Fee: <input type="checkbox"/> N/A <input type="checkbox"/> \$25 Receipt No: _____

Submit Completed Request Form and Fee to the City of Cold Lake
Attn: ATI Coordinator

For more information see page 2 for Instructions,
visit www.coldlake.com or call 780-594-4494

5513 48 Avenue, Cold Lake, AB • T9M 1A1 • Ph: 780-594-4494 • Fax: 780-594-3480

Information on this form is collected for the sole use of the City of Cold Lake and is protected under the authority of the *Protection of Privacy Act*, Sec. 4 (c), which regulates the collection, use, and disclosure of personal information. If you have any questions or concerns, please contact the ATI Coordinator by email (legislative@coldlake.com) or phone (780) 594-4494 ext. 7915.

INSTRUCTIONS

You can access many public body records without making a request under the *Access to Information Act* (the ATIA). To determine whether you need to make a request under the ATIA or if you need help completing the form, contact the ATI Coordinator by email: legislative@coldlake.com or by Phone: 780-594-4494.

ABOUT YOUR REQUEST *What kind of information do you want to access?*

General information is information other than personal information. (i.e. information about a third party). Any person can request general information.

- There is an initial fee of \$25.00.
- This can be paid:
 - in person by cash, cheque, credit or debit at City Hall.
 - by cheque via mail to City of Cold Lake 5513 - 48 Avenue, Cold Lake, Alberta, T9M 1A1 Attention: ATI Coordinator; or
 - by credit on the City's website: <https://forms.coldlake.com/Legislative/ATIA-Application>
- Additional fees may be incurred depending on time and resources needed to complete the request.
 - If the total cost of processing is more than \$150.00 you are required to pay a 50% deposit.
- The records are provided when all applicable fees are paid in full.

Personal information is your own personal information or the personal information of an individual you are entitled to represent.

- There is no initial fee for accessing your own personal information.
- If the cost of photocopying is more than \$10.00, you will be notified of the fee.
- You must provide proof of your identity before records are released.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (i.e. guardianship, trusteeship order, power of attorney).

Continuing request is a single request that is processed more than once at predetermined time intervals over a period of up to 2 years.

- The initial fee is \$50.00, you must pay any additional fees as the information becomes available.
- Contact the ATI Coordinator if you are making a continuing request.

ABOUT THE INFORMATION YOU WANT TO ACCESS *What records do you want to access?*

- Be as specific as possible in describing the records.
- If you need more space, continue your description on a separate sheet of paper and attach it to the request form.

If requesting your own personal information, give:

- Your full name, any other names that you have previously used, and any identifying number that relates to the records, such as your employee number, case number or other identification numbers.

If requesting another person's personal information, give:

- The person's full name, any other name that person may have used on the records, and any identifying numbers for the person, if you know them.
- If you are requesting records for another person, you will have to provide proof that you have authority to act for that person.

WHAT IS THE TIME PERIOD OF THE RECORDS?

- Enter specific dates or date ranges of the records you want to access. (i.e. if you want records for the period January 1, 2010 to August 31, 2018, enter those dates.)

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