



Personal information is collected by the District of Central Saanich (DOCS) under the authority of the Community Charter and is used for the processing of this application. Questions about the collection, use, or disclosure of personal information by DOCS may be directed to: FOI Head, 1903 Mt. Newton Cross Road, Saanichton, B.C. V8M 2A9 250-652-4444.

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY REQUEST FOR ACCESS TO RECORDS

Last Name		First Name	
Street, Apartment No., P.O. Box, R.R. No.	Municipality	Province/Country	Postal Code
Day Phone:	Email:		
<b>DETAILS OF REQUESTED INFORMATION</b>			
The Freedom of Information and Protection of Privacy Act can only be used to request copies of recorded information, not to pose questions to be responded to. Please phrase your request accordingly. Include the date or time frame for the records if applicable and be as specific as possible. This will assist us in responding to your request. Please also specify any reference or file number(s), if known.			
Are you requesting access to another person's personal information?		Yes	No
If so, please attach, as appropriate:			
a) that person's signed consent for disclosure, or			
b) proof of authority to act on that person's behalf			
Preferred method of access to records:	Your Signature	Date Signed	
<input type="checkbox"/> Examine original <input type="checkbox"/> Receive copy			
<b>FOR PUBLIC BODY USE ONLY</b>			
Date Received:			