



REQUEST FOR ACCESS TO RECORDS

Cariboo Regional District Suite D, 180 North Third Avenue, Williams Lake, BC V2G 2A4
 Phone: 250-392-3351 | Fax: 250-392-2812 | Email: mailbox@cariboord.ca

PLEASE PRINT/FILL OUT THE FORM IN AS MUCH DETAIL AS POSSIBLE

NAME OF PUBLIC BODY TO WHICH YOU ARE DIRECTING YOUR REQUEST			
YOUR NAME			OPTIONAL
LAST NAME	FIRST NAME	MIDDLE NAME	<input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> MRS <input type="checkbox"/> MR. <input type="checkbox"/> OTHER _____
YOUR ADDRESS			
STREET, APARTMENT NO., P.O. BOX, R.R. NO.	CITY TOWN	PROVINCE / COUNTRY	POSTAL CODE
YOUR CONTACT INFORMATION			
DAY PHONE	ALTERNATE PHONE NO.	EMAIL ADDRESS	
DETAILS OF REQUESTED INFORMATION			
INFORMATION REQUESTED (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT.			PLEASE SPECIFY ANY REFERENCE OR FILE NUMBER(S), IF KNOWN
ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, PLEASE ATTACH, AS APPROPRIATE: <input type="checkbox"/> THAT PERSON'S SIGNED CONSENT FOR DISCLOSURE OR <input type="checkbox"/> PROOF OF AUTHORITY TO ACT ON THAT PERSON'S BEHALF			
PREFERRED METHOD OF ACCESS TO RECORDS <input type="checkbox"/> EXAMINE ORIGINAL <input type="checkbox"/> RECEIVE COPY	YOUR SIGNATURE	DATE SIGNED (YYYY MMM DD)	
FOR PUBLIC BODY USE ONLY			
REQUEST NO.	REQUEST CATEGORY <input type="checkbox"/> ACCESS TO <u>GENERAL</u> INFORMATION <input type="checkbox"/> ACCESS TO <u>PERSONAL</u> INFORMATION		
REQUEST CODE	DATE RECEIVED (YYYY MMM DD)	NAME OF PUBLIC BODY RECEIVING REQUEST	
<ul style="list-style-type: none"> YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT AND WILL BE USED ONLY FOR THE PRUPOSE OF RESPONDING TO YOUR REQUEST. 			