

**FOIP REQUEST TO ACCESS INFORMATION**

This form will be used to determine if Aquatera Utilities Inc. can provide you with the information you have requested by way of a Routine Disclosure. This is not a tool to make a formal FOIP request. To make a formal FOIP request, a \$25 initial fee is required. By making a formal FOIP request you may ask the Information and Privacy Commissioner of Alberta to review the decision to disclose or refuse disclosure of requested records.

**Contact Information**

Mr.	Mrs.	Ms.	Last Name		First Name	
Name of Company or Organization (if applicable)						
Mailing Address						
City or Town			Province		Postal Code	
Telephone (daytime)		Telephone (evening)		Fax Number		Email Address

What kind of information would you like to access? Please check one.

General Information  
Personal Information

How would you like to access the information? Please check one.

Receive a Copy  
Examine the Record

The personal information on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used to respond to your request to access information. Please forward any questions or concerns to the FOIP Coordinator, Amber Walsh, at 11101 104 Avenue, Grande Prairie AB, T8V 8H6. Phone 780.882.1490 or email [awalsh@aquatera.ca](mailto:awalsh@aquatera.ca).

**About the Information Requested**

Please provide a detailed description of the record(s) you want to access.

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What is the time period of the record(s); if possible, please provide specific dates.

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Please state the purpose for which the information will be used and/or the name and section number of an act/enactment of Alberta or Canada that requires this particular disclosure of information.

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**Your Signature**

Signature	Date

**Aquatera Utilities Inc. FOIP Office use only:**

Date Received	Inquiry Number

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## Request to Access Information

### Instructions

You can access many public body records without making a request under the Freedom of Information and Protection of Privacy Act (the FOIP Act). To determine whether you need to make a request under the Act or if you need help completing the form, contact the FOIP Coordinator of the public body to which you are making the request.

### About You

In this part of the form enter:

- Your last name, first name and preferred title, if any;
- The name of the company or organization you are representing, if applicable;
- Your complete mailing address and daytime and evening telephone numbers so that the public body can contact you about your request;
- A fax number or email address, if any, where correspondence can be sent.

### About your request

If you need help to find out what records a public body has, contact the FOIP Coordinator for the public body.

#### 1. What kind of information do you want to access? Check **general** or **personal** information.

**General information** is information other than personal information (see below). For example, it would include information about a third party. **Do not include your credit card information in the mail or fax.**

- There is an initial fee of \$25.00.
- For a request to a public body, please consult with the FOIP Coordinator for payment information.
- The public body provides you with an estimated cost before processing begins.
- If the total cost of processing your request is more than \$150.00, you are asked to pay a 50% deposit.
- The records are provided when the fee is paid in full.

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

- You must provide proof of your identity before records containing your personal information are released to you.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).
- 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.

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

- Contact the FOIP Coordinator of the public body if you are making a continuous request.
- The initial fee is \$50.00.
- You must pay any additional costs as the information becomes available.

#### 2. To which public body are you making the request?

Enter the name of the public body that you believe has the records that you are requesting.

#### 3. Do you want to receive a copy of the record OR examine the record?

Check appropriate box indicating whether you want to receive a copy of the record or examine the record.

**About the information you want to access****1. What record 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 this request form.

**If requesting your own personal information, give:**

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

**If requesting another person's information, give:**

- The person's full name;
- Any other name that person may have used on the records;
- 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.****2. What is the time period of the records?**

Enter the specific dates or date ranges of the records you want to access (e.g. if you want records for the period of January 1, 2005 to August 31, 2007, enter those dates. If you want records from August 2008 to present, enter "August 2008 to present.").

**Your Signature**

Sign and date the form.

**Where to send your request:**

Send your completed form, and initial fee if applicable, to the FOIP Coordinator of the public body that has the records you wish to access. For contact information, consult the directory of Public Bodies available on the FOIP website at [foip.alberta.ca](http://foip.alberta.ca).