

How to complete the Form

You can access many City of Medicine Hat records without making a request under 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 Head of The City of Medicine Hat, Office of the City Clerk, 3rd Floor, City Hall, 580 First Street SE, Medicine Hat, Alberta T1A 8E6, 403-529-8234, angcru@medicinehat.ca.

About you

Enter your last name and first name. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your daytime and evening telephone numbers. The City of Medicine Hat may need to contact you if they have any questions about your request. If you have a E- mail address where correspondence can be sent, enter it in the space provided.

About your request

1. What kind of information are you requesting?

Indicate whether you are requesting general or personal information.

General information: If you are making a request for general information, there will be an initial fee of \$25. You will be provided with an estimate of how much your request will cost before processing begins. If the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit. The records are provided when the fee is paid in full.

Personal information: If you are requesting records containing your personal information, you will have to provide proof of your identity before the records are released to you. If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee or that you have power of attorney for the person. There is no fee for accessing personal information unless the cost of producing copies is more than \$10. In these cases, you will be notified of the fee.

Continuing request. This is a single request processed repeatedly at pre-determined time intervals over a period of up to 2 years. Contact the FOIP Head of The City of Medicine Hat to make this type of request. The initial fee is \$50 and you must pay any additional costs as the information becomes available.

2. Which City Department are you making the request to? If unsure check "don't know".

3. Do you want to receive a copy of the record or examine the record? Check the appropriate box.

About the information you want to access

What information are you requesting? Be as specific as possible in describing the records. The more specific your request, the quicker and more accurately it can be answered. If you need more space, please continue your description on a separate sheet of paper and attach it to this request form.

If you are 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 number.

If you are requesting another person's 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 the authority to act for that person.

What is the time period of the records? Enter the specific dates or date ranges of the records you want to access. For example, if you are requesting records for the period January 1, 1993 to August 31, 1994, enter those dates in the space provided. If you want records from August, 1996 to present, enter "August, 1996 to present."

Your signature

Sign and date the form. Send your completed form and initial fee to the FOIP Head at The City of Medicine Hat, Office of the City Clerk, 3rd Floor, City Hall, 580 First Street SE, Medicine Hat, Alberta T1A 8E6 or email to angcru@medicinehat.ca.