EDMONTON POLICE SERVICE
REQUEST TO ACCESS INFORMATION

Personal information on this form is collected under the *Protection of Privacy Act (POPA)* and will be used to respond to your request. Instructions for completing this form are on the back.

ABOUT YOU (Please Print)

Last Name	First Name	Middle Name

Previous Last Names (if applicable)	Date of Birth (YY/MM/DD)

Company Name (if applicable)

Mailing Address

City	Province	Postal Code

Daytime Contact Number	Evening Contact Number	Email Address

ABOUT YOUR REQUEST

What type of information are you requesting access to?

- ☐ General Information (please attach the initial fee of $25.00**)
- ☐ Personal information (no initial fee required for personal information)
- ☐ Personal Information on behalf of someone else (written authorization is required)

Do you want to ☐ Receive a copy of the record? OR ☐ Examine the record?

Method of Preferred Delivery ☐ Electronically (Email or Dropbox)? OR ☐ Pick-up Hard Copy (Fees may apply)

ABOUT THE INFORMATION THAT YOU WISH TO ACCESS

What records do you want to access? Please give as many details as possible. If you need more space, attach a separate sheet of paper.

I would like to request access to information dated From: (YY/MM/DD) ☐ To: (YY/MM/DD)

☐ To present date (YY/MM/DD)

YOUR SIGNATURE

Signature	Date (YY/MM/DD)

HOW TO COMPLETE THE FORM

You can request access to many of the Edmonton Police Service records without making a request under the *Access to Information Act*. To determine whether you need to make a request under the Act or if you need help completing the form, contact the Information and Privacy Unit at ATIA@edmontonpolice.ca or 780-421-3346.

ABOUT YOU

Enter your last, first, and middle names along with your date of birth. Enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address, daytime and evening telephone numbers, and your email address. The Edmonton Police Service may need to contact you should we have any questions about your request.

ABOUT YOUR REQUEST

If you need to find out what records an organization has, please consult the Alberta Directory of Records.

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 will be required to pay a 50% deposit. The records will be 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. 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.

Personal Information on behalf of someone else:
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 that person.

If you are making a continuing request (the same request processed repeatedly at pre-determined time intervals over a period of up to two years), you should contact the Edmonton Police Service, Information and Privacy Coordinator. The initial fee is $50 and you must pay any additional costs when the information becomes available.

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

Do you want to either receive the record electronically or pick-up a hard copy? Check the appropriate box. Please note: Fees may apply depending on the size or type of the records. Two pieces of ID will be required for either method.

ABOUT THE INFORMATION THAT YOU WANT TO ACCESS

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

If you are requesting your own personal information, be sure you provide:

- your full name,
- your date of birth,
- any other names that you have previously used, and
- any identifying number that relates to the records, such as your employee number or case file number, etc.

If you are requesting another person's information, please provide:

- the person's full name,
- the person's date of birth,
- any other names that person may have used, 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.

Enter the time period of the requested records. For example, if you are requesting records for the period from 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 and send it to: Edmonton Police Service
Information and Privacy Coordinator
9620-103A Avenue
Edmonton, Alberta T5H 0H7