



The Corporation of the Township of Huron-Kinloss

P.O. Box 130
21 Queen Street
Ripley, Ontario
N0G 2R0

Phone: (519) 395 3735
Fax: (519) 395 4107
Email: info@huronkinloss.com

Municipal Freedom of Information Request

Request for:

Access to General Records

Access to Own Personal Records

Correction to Own Personal Information

If request is for access to or correction of own personal records:

Last name appearing on records:

Same as below OR:

Details

Last Name:

First Name:

Middle Name:

Mr. Mrs. Ms. Miss

Address:

Town:

Province:

Postal Code:

Phone:

Cell:

Detailed description of requested records, personal information or personal information to be corrected. If you are requesting access to, or correction of your personal information, please identify the personal information bank or record containing the personal information if known.

Note: If you are requesting a correction of personal information, please indicate the desired correction and attach any supporting documentation. You will be notified if the correction is not made and you require that a statement of disagreement be attached to your personal information.

Preferred method of access to records:

Examine Original

Receive Copy

Signature:

Date:

For Township Use Only

Date Received:

Request No.

Comments:

\$5.00 Application Fee Received:

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of responding to your access request. Questions about the collection of the personal information may be addressed to the Clerk at the Township of Huron-Kinloss, 21 Queen Street, P.O. Box 130, Ripley, ON, N0G 2R0 or (519) 395 3735