



Important: This PDF was designed to be filled in with Adobe Acrobat Reader only.
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Mail Request to:

Access to Information Coordinator
The City of Calgary #8007F
PO Box 2100, Station M
Calgary, Alberta T2P 2M5

or

Deliver Request to:

Access to Information and Investigations
Visitor Management Centre
Calgary Municipal Building - Main Floor
800 Macleod Trail SE T2G 2M3

or

Email Request to:

AccessandPrivacy@calgary.ca

Your personal information is being collected pursuant to section 4(c) of the Protection of Privacy Act for the purpose of accessing information and responding to your request. This information may be input into an automated system to generate content or make decisions, recommendations, or predictions. If you have any questions about this collection, please contact the Access to Information Coordinator at 403-268-5861 (option 2) or AccessandPrivacy@calgary.ca.

Last Name		First Name	
Are you acting as an agent or representative of the Company or Organization?		If yes, what is the name of your Company or Organization?	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
How do you want to receive correspondence from the Access to Information and Investigations office?			
<input type="checkbox"/> Email <input type="checkbox"/> Mail			

Based on your correspondence preference, please provide one of the following: mailing address or email address.

1. Mailing Address	City or Town	Province	Postal Code
2. Email Address			Phone (Optional)

1. What kind of information are you requesting access to?	
<input type="checkbox"/> GENERAL INFORMATION (See reverse side for payment options) <input type="checkbox"/> PERSONAL INFORMATION ON BEHALF OF ANOTHER PERSON <input type="checkbox"/> PERSONAL INFORMATION ABOUT YOURSELF	
2. Do you want to (choose only one):	
Access to Information and Investigations sends records electronically. <input type="checkbox"/> RECEIVE A COPY OF THE RECORD? Do you want to (choose only one): <input type="checkbox"/> RECEIVE A USB OF RECORDS BY REGULAR MAIL <input type="checkbox"/> EXAMINE THE RECORD IN PERSON? <input type="checkbox"/> RECEIVE RECORDS BY EMAIL VIA SECURE WEB LINK	
3. If your personal information is requested, please provide full given names, all previous names and applicable personal identifiers. You will be required to provide proof of your identity. Please note that this information will need to be disclosed to relevant City business units to search for responsive records.	
4. If personal information about another is requested, please provide his/her full given names and any previous names and applicable personal identifiers such as driver's license. If you are requesting records for another person, you will be required to provide proof that you have the authority to act for that person.	
5. If duplicate records exist, would you like to receive these?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. What records do you want to access? Please give as much detail as possible. If you need more space, please attach a separate sheet of paper.	
7. Please specify relevant keywords to assist with the search for responsive records.	
8. Provide the date or date range of the records requested above. Please give specific dates.	

Submission Date YYYY-MM-DD

For office use only

Date Received YYYY-MM-DD	Request Number	Request Due Date YYYY-MM-DD
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Instructions for Submitting Access to Information Requests

Submitting a request for Calgary Police Service records? Please visit [their website](#) or contact them directly:

Email: access@calgarypolice.ca Phone: 403-428-8484 Fax: 403-216-5321

Mailing address: Calgary Police Service Access & Privacy Section

Mail Code 6405 111 - 47 Street N.E. Calgary, Alberta T3J 3R2

Fees for Access to Information Requests

An initial fee of \$25.00 must be paid before a request for general information will be processed.

General information is recorded information held by The City of Calgary that is **not** about an identifiable individual.

An initial fee is not required to request personal information about yourself or about someone for whom you are authorized to act. Personal information is recorded information about an identifiable individual.

Additional fees may be charged to process your request. A fee estimate and explanation will be provided to you prior to proceeding with the request.

Payment Options

Fees can be paid:

1. In cash;
2. By cheque or money order made payable to The City of Calgary;
3. By credit card; or
3. By debit card;
4. [Via online MYID/ePay \(click here\)](#).

Cheque or money order payments can be mailed to the address on the front of this form and should accompany a request.

To pay over the phone by credit card or debit card, call (403) 268-5861 (option 2).

To arrange payment by cash, email AccessandPrivacy@calgary.ca or call (403) 268-5861(option 2).

Personal Access to Information Requests

Please note by submitting this request you are consenting to your personal information being shared with the applicable business unit(s) to assist with the search for responsive records.

You will be required to provide proof of your identity before records containing your personal information will be released to you.