

# CALGARY POLICE SERVICE

## REQUEST TO ACCESS INFORMATION



under the *Access to Information Act*

In order to open your request, we require the following:

1. A copy of your **Government Issued Photo Identification** AND a "selfie" of you holding your ID or; attendance at a CPS District Office or the Westwinds Front Counter at Headquarters to verify your ID in person.
2. If requesting records of anyone other than yourself, please include legal documents or written consent from that individual authorizing you to access their records.
3. The below completed access request form. See page 2 for instructions.

### About you

Last Name	First Name	Middle Names		
Previous Name(s) / Alias		Date of Birth (yyyy/mm/dd)		
Mailing Address	Street	City/Town/Village	Province	Postal Code
Telephone Number (daytime)	Telephone Number (alternate)	Name of Company or Organization (if applicable)		
E-mail Address				

### About your request

#### 1. What kind of information do you want to access?

- ☐ General information - *Our office will contact you if an initial fee of \$25 is required - please see instructions for explanation of fees.*
- ☐ Your own personal information (*No initial fee is required for personal information.*)

#### 2. Do you want to: receive a copy of the record? OR ☐ examine the record? Choose only one.

#### 3. How do you want to receive the records? Choose only one.

☐ Email or ☐ Regular Mail or Pick-up

### About the information you want to access

What records do you want to access? Please give as much detail as possible.

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What is the time period of the records? Please give specific dates. (See instructions for details.)

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### Your signature

Signature	Date (yyyy/mm/dd)
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#### FOR OFFICE USE ONLY

Date Received (yyyy/mm/dd)	Identification Type and Number:	ID Viewed by (Reg #):

*Personal information on this form is being collected under the authority of section 4(c) of the Protection of Privacy Act for the purpose of facilitating your access request.*

## **INSTRUCTIONS FOR COMPLETING THE REQUEST TO ACCESS INFORMATION FORM**

If you need help completing the form, contact the Access & Privacy Section, Calgary Police Service at 403-428-8484.

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### **About you**

In this part of the form enter:

- Your last name, first and middle names;
- Any previous names or aliases that records may be under;
- Your date of birth is required if you are requesting your personal information;
- Your complete mailing address and daytime telephone numbers so that you can be contacted about your request;
- The name of the company or organization you are representing, if applicable;
- Your e-mail address where correspondence may be sent.

### **About your request**

#### **1. What kind of information do you want to access?**

Check the appropriate box indicating whether you want to receive general or personal information.

**General information** is information other than your personal information (see below). For example, it would include information about a third party. There is an initial fee of \$25 which must be received before we will begin processing your request. Our office will contact you if this fee is required. If additional fees are required, we will provide you with an estimate of how much it will cost to process your request. If the total cost of processing your request is more than \$150, you will be required to pay a 50% deposit prior to record collection. The records will only be provided once the fee is paid in full.

**Personal information** is your own personal information. You must provide proof of your identity before we can open your access request. We require either a copy of your Government Issued Identification along with a "selfie" holding your ID or you may attend at any CPS District Office or the Westwinds Front Counter at Headquarters to show your ID in person.

There is no fee for requesting your own personal information. If additional fees are required (e.g. audio video recordings), you will be notified of the fee.

#### **2. Do you want to receive a copy of the record or examine the record?**

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

#### **3. How do you want to receive your records?**

Check the appropriate box indicating whether you want to receive the records via email (encrypted file), regular mail or pick-up.

### **About the information you want to access**

#### **1. What records do you want to access?**

- Be as specific as possible in describing the records.
- If you know the case number, enter it here. If you need more space, continue your description on a separate sheet of paper and attach it to this request form.
- If requesting another person's information, provide:
  - the person's full name;
  - their date of birth; and
  - proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney, their written consent with contact information)

#### **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. January 1, 2025 to March 31, 2025).

### **Your signature**

Sign and date the form and send your completed form, including your proof of identity.

### **Submitting your Request**

Please send your completed form and proof of identity and/or supporting documents:

**Via email to:** [access@calgarypolice.ca](mailto:access@calgarypolice.ca)

**Via mail to:**

Access & Privacy Section #640  
Calgary Police Service  
5111 – 47 Street NE  
Calgary AB T3J 3R2

**In person:**

Attend any CPS District Office or the Westwinds Front Counter at Headquarters. <https://www.calgary.ca/cps/calgary-police-service-district-offices.html>