

# Freedom of Information Access Request

- Use this form to:
- Request City information
  - Request personal information
  - Correct personal information
  - To request your personal health information, or to correct your personal health information, please contact the appropriate Health Information Custodian.

Description of Information Requested	
Which City office or Division has the information you are requesting, if you know it:	What is the start and end dates of the information you are requesting, if applicable (use date format yyyy-mm-dd):  <b>From</b> <span style="float:right"><b>To</b></span>

Contact Information		
First Name	Last Name	
<input type="checkbox"/> Check this box if First Name and Last Name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your Single Name.		
Single Name		
Street Number	Street Name	Suite/Unit Number
City/Town	Province	Postal Code
Telephone Number	Alternate Number	Email
Signature (required)		Date (yyyy-mm-dd)

**Before sending your request, ensure you have:**

- Provided a detailed description of the information or records you are requesting
- Included the \$5 application fee (cash, cheque or money order), payable to: **City of Toronto**
- If requesting personal information for yourself or via a third party with consent, **prior to records disclosure**, you will be required to provide a copy of government-issued identification. Examples are: Driver's license, Ontario photo card, Citizenship card, or first photo page of Passport. (Ontario Health Card is not accepted).
- If correcting personal information, indicate the desired correction and attach supporting documentation

**Mail request to:** Access Unit, City Hall, 100 Queen Street West, 13<sup>th</sup> Floor, West Tower, Toronto, Ontario, M5H 2N2.

For further information about information requests, please visit [www.toronto.ca/foi](http://www.toronto.ca/foi) or call 416-392-9684.

For Office Use Only		
Date Received (yyyy-mm-dd)	Request Number	Type of Request
		<input type="checkbox"/> MFIPPA <input type="checkbox"/> Access to General Records <input type="checkbox"/> Correction to Personal Information <input type="checkbox"/> Access to Personal Information <input type="checkbox"/> Information

City Clerk's Office collects personal information on this form under the legal authority of the Municipal Freedom of Information and Protection of Privacy Act. The information will be used for the purpose of responding to your request. Questions about this collection can be directed to the Manager, Access Unit, City Hall, 100 Queen Street West, 13th Floor, West Tower, Toronto, Ontario M5H 2N2 or by telephone at 416-392-9684.

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## SUMMARY OF FEES

### For Information Requests under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The payment and amount of fees are set out in the Act and its regulations. Permitted fees are:

#### Fees for Requests for Personal Information

A request for information about oneself is considered a "personal information request". The following fees apply to requests for your own personal information:

<b>Application Fee:</b>	<b>\$5.00</b> - To be paid when you submit your request; <b>Application Fee is mandatory and not subject to waiver</b>
<b>* Photocopying:</b>	<b>\$0.20 for each page</b> (Requester's copy only)
<b>Computer Programming:</b>	<b>\$15.00 per ¼ hour</b> if needed to develop program to retrieve information;
<b>USB's:</b>	<b>\$10.00</b> for each USB key.

#### Fees for Requests for General Information

Requests for information, whether about a person other than yourself or about a government program or activity are considered "general information requests". The following fees apply to requests for general information:

<b>Application Fee:</b>	<b>\$5.00</b> - To be paid when you submit your request; <b>Application Fee is mandatory and not subject to waiver</b>
<b>Search Time:</b>	<b>\$7.50 per ¼ hour</b> required to search and retrieve records;
<b>Record Preparation (i.e. severing):</b>	<b>\$7.50 per ¼ hour</b> required to prepare records for release;
<b>* Photocopying:</b>	<b>\$0.20 for each page</b> (Requester's copy only)
<b>Computer Programming:</b>	<b>\$15.00 per ¼ hour</b> if needed to develop program to retrieve information;
<b>USB's:</b>	<b>\$10.00</b> for each USB key.

#### IMPORTANT NOTES:

The City of Toronto does not process FOI requests for records of other institutions including, but not limited to, those listed below. You must contact these institutions directly to request records from them:

- [Toronto Police Service](#) (for police records, criminal background checks, etc.)
- [Toronto Transit Commission](#)
- [Toronto Community Housing Corporation](#)
- [Toronto Public Library](#)
- [Exhibition Place](#)
- [Toronto Hydro](#)
- [CreateTO](#)
- All Business Improvement Areas (BIA)

Requests for records from the Ontario Disability Support Program (ODSP) are not processed by the City of Toronto and should be sent directly to the [Ministry of Children, Community and Social Services](#).