



Complete this form, print, sign and submit by,

Mail : Attention: Village of Sayward
Box 29, Sayward, BC V0P 1R0

or Fax: 250-282-5511

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
REQUEST FOR ACCESS TO RECORDS

NAME OF PUBLIC BODY TO WHICH YOU ARE DIRECTING YOUR REQUEST			
VILLAGE OF SAYWARD			
YOUR NAME			
Last Name	First Name	Middle Name	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Other
YOUR ADDRESS			
Street, Apartment No., PO Box, RR #	City/Town	Province/Country	Postal Code
YOUR TELEPHONE/FAX NUMBER(S)			
Day Phone No.	Alternate Phone No.	Fax and or EMAIL	
DETAILS OF REQUESTED INFORMATION			
INFORMATION REQUESTED (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT.			
Are you requesting access to another person's personal information? <input type="checkbox"/> Yes <input type="checkbox"/> No (If so, please attach, as appropriate: a) That Person's Signed consent for disclosure, or b) Proof of Authority to act on that person's behalf.)			
Preferred Method of Access to Records <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Your Signature		Date Signed Year Month Day
FOR PUBLIC BODY USE ONLY			
Request No.	Request Category Access to General Information		
Request Code	Date Received (YYYYMMDD)	Name of Public Body Receiving Request	
YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING. PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST.			

[Print Form](#)