



Municipal Freedom of Information & Protection of Privacy (MFIPPA) Access/Correction Form

Please note: a \$5.00 non-refundable application fee is required for all requests.

PART A: To be completed in full by the Requestor		
Access to General Records Access to Own Personal Information Correction of Own Personal Information	Directed to: Freedom of Information Officer Kawartha Pine Ridge District School Board 1994 Fisher Drive Peterborough, ON K9J 7A1	
If your request is for access to, or correction of your own personal information records, indicate if the last name appearing on the record is the same as below. Please note: government issued photo identification is a requirement for personal information requests. You may include a photocopy with your form, or proof of identity can be verified in person.		
Requester Details		
Last Name	First Name	Middle Name
Address		Name of company or organization (if applicable)
City or Town		
Postal Code	Phone Number (Daytime)	Email Address
Detailed description of requested records, personal information records or correction of personal information: (if request is for correction of personal information, please indicate the desired correction and attach any supporting documentation)		
Preferred method of Access to Records: <input type="checkbox"/> Receive Copy <input type="checkbox"/> Examine Originals (on-site only)	Signature:	Date Requested: Day Month Year

PART B: For Office Use Only		
Date Received (with \$5.00 application fee) Day Month Year	Date Information Provided: Day Month Year	
Request Number:		
Comments:		
Personal information contained on this form is collected under section 17 of the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , and will be used for the purpose of responding to your request.		