



VILLAGE OF BELCARRA

"Between Forest and Sea"

4084 BEDWELL BAY ROAD, BELCARRA, B.C. V3H 4P8
TELEPHONE 604-937-4100 FAX 604-939-5034
belcarra@belcarra.ca • www.belcarra.ca



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

ACCESS TO RECORDS REQUEST FORM

YOUR CONTACT INFORMATION		
LAST NAME	FIRST NAME	COMPANY NAME
STREET, APT. NO., P.O. BOX	CITY/TOWN	PROVINCE POSTAL CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER	FAX NUMBER
DETAILS OF REQUESTED INFORMATION		
<p>NOTE: IN ORDER TO ASSIST THE REQUEST PROCESS, PLEASE BE AS SPECIFIC AS POSSIBLE. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT.</p>		
<p>ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? YES NO</p> <p><i>PERSONAL INFORMATION INCLUDES ALL RECORDED INFORMATION ABOUT AN IDENTIFIABLE PERSON (name, address, phone number, gender, age, race, financial and employment histories, etc).</i></p> <p>IF SO, PLEASE ATTACH EITHER A) THAT PERSON'S SIGNED CONSENT FOR DISCLOSURE, OR B) PROOF OF AUTHORITY TO ACT ON THAT PERSON'S BEHALF</p> <p><i>According to the Freedom of Information and Protection of Privacy Act, Section 7 (1), the head of the public body must respond not later than 30 days (business days) after receiving a request.</i></p>		
YOU PREFER TO: Select One EXAMINE ORIGINAL RECEIVE COPY	YOUR SIGNATURE	DATE SIGNED (YY/MM/DD)
<p>YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING.</p> <p><small>The Village of Belcarra is collecting personal information in accordance with Section 26 (c) of the Freedom of Information and Protection of Privacy Act. The personal information collected on this form is collected for the purpose of applying for access to records and for administrative and enforcement. Questions about the collection, use and disclosure of this information can be directed to the Village's Privacy Officer at the Village of Belcarra, 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8. Phone 604-937-4100 or email foi@belcarra.ca</small></p>		
DATE RECEIVED (YY/MM/DD)	DEPARTMENT AND NAME OF EMPLOYEE RECEIVING REQUEST	