



55 Hess St. South, P.O. Box 2500
 Hamilton ON L8N 4E5
 Phone: (905) 523-8496, Ext. 7722
 Fax: (905) 540-5222

Access/Correction Request

***Municipal Freedom of Information
 and Protection of Privacy Act***

Application Fee: \$5.00. An application fee of \$5.00 must accompany all requests for access to information requests. There is no charge for correction requests. Please make cheque or money order payable to CityHousing Hamilton Corporation. Forward to the Customer Relations Specialist, CityHousing Hamilton Corporation, 55 Hess Street South, 23rd

Request for:

- Access to General Records
- Access to Own Personal Information
- Correction of Own Personal Information

Last Name	First Name	Middle Initial	<input type="text"/>	Mr.	<input type="text"/>	Mrs.
			<input type="text"/>	Ms.	<input type="text"/>	Miss

Address (Street/Apt. No./P.O. Box/R. R. #)	City/Town	Province
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Postal Code	Telephone Number/Area Code DAYTIME	Telephone Number/Area Code EVENING
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If request is for access to or correction of own personal information records:
 Last Name appearing on records: same as above _____ other: _____

Note: If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Detailed description of requested records, personal information records, or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or records containing the personal information, if known).

Preferred method of access to records:

- Examine original
- Receive copy

Signature:

Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

FOR INSTITUTION USE ONLY:

Date Request Received:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Request Number:

Due Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

Personal information contained in this form is collected pursuant the *Municipal Freedom of Information and Protection of Privacy Act (s. 17. 1)* and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Customer Relations Specialist for CityHousing Hamilton at (905) 523-8496 ext. 7692.