

- Access to general records
- Access to own personal information
- Correction of own personal information

Name of Institution request made to:

Clerk's Office
City of Pickering
One The Esplanade
Pickering, ON L1V 6k7
Tel: 905.420.4611 clerks@pickering.ca

If request is for access to, or correction of, own personal information records:

Last name appearing on records: same as below **or**

Last Name			First Name			Middle Name		
Unit No.	Street No.	Street Name				PO Box		
City/Town					Province		Postal Code	
Day Telephone Number (include area code)					Evening Telephone Number (include area code)			

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 include **your date of birth** and identify the personal information bank or record containing the personal information, if known)

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

Preferred method of access to records <input type="checkbox"/> Receive Copy <input type="checkbox"/> Examine Original	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Each separate request must be accompanied by the \$5.00 application fee. Cheque or money orders should be made payable to the City of Pickering

Payment Options for Visa and MasterCard in person only.	Payment Options by mail	Money Order	Cheque
---	-------------------------	-------------	--------

Signature	Date (yyyy/mm/dd)
-----------	-------------------

Personal information contained on this form is collected pursuant to the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Clerk's Office, City of Pickering, One The Esplanade, Pickering, ON L1V 6K6,.