

FOIP REQUEST TO ACCESS INFORMATION FORM



Policy and Regulatory Compliance Office
 Room A810, 10215 108 Street NW, Edmonton, Alberta, Canada T5J 1L6
 T 780.644.6292 or 780.644.5956 | Toll-free 1.866.534.7218 | foipinquiries@norquest.ca | www.norquest.ca

Personal information on this form is collected in under Alberta's <i>Freedom of Information and Privacy</i> (FOIP) Act and will be used to respond to your request.		FOR OFFICE USE ONLY
Is your request to: <input type="checkbox"/> Access Personal Information (Complete sections 1 to 5) <input type="checkbox"/> Access General Information (Complete sections 1, 3, 4, and 5) <ul style="list-style-type: none"> <input type="radio"/> Initial fee of \$25.00 dollars payable to NorQuest College included? 		
1. Personal Information		DATE RECEIVED
		ENTERED BY
LAST NAME (LEGAL)	FIRST NAME (LEGAL)	STUDENT ID (IF APPLICABLE)
PREVIOUS NAMES (IF APPLICABLE)		PROGRAM/COURSE
MAILING ADDRESS STREET	CITY/TOWN/VILLAGE	PROVINCE
POSTAL CODE	CONTACT NUMBER	EMAIL ADDRESS
2. Verifying Information (Only for Access to Personal Information Request)		
DATE OF BIRTH (YYYY/MM/DD)	PROGRAM AND DATES ATTENDED	
3. Information You Want to Access <i>(What records do you want to access? Give as much detail as possible. For another person's information, you must attach proof that you can legally act for that person.)</i>		
4. What is the time period for the records? <i>(five specific dates)</i> (YYYY/MM/DD) to (YYYY/MM/DD)		
5. Do you want to <i>(Select one choice; Personal Information Requests require proper identification for release of information.)</i>		
<input type="radio"/> Receive a copy of the record electronically	<input type="radio"/> Have the documents held for pick-up	
<input type="radio"/> Have the documents mailed to you	<input type="radio"/> Examine the record	

Freedom of Information & Protection of (FOIP) Privacy Notification Statement

The personal information requested on this form is for the purpose of authorizing the processing of an Access to Information Request. Collection is authorized under section 33(c) of Alberta's *Freedom of Information and Privacy Act* and will be managed in accordance with the Act. For information about the collection and use of this information, contact the Policies and Regulatory Compliance Office at 10215 108 Street NW, Edmonton, AB, T5J 1L6, Tel. 780.644.6292 or 780.644.5956.

STUDENT/APPLICANT SIGNATURE	DATE (YYYY/MM/DD)
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Request to Access Information

You can access many public body records without making a request under the *Freedom of Information and Protection of Privacy (FOIP) Act*. To determine whether you need to make a request under the Act or if you need help completing the form, contact the Policies and Regulatory Compliance (PRC) Office at 780.644.6292 or 780.644.5956 or foipinquiries@norquest.ca.

About your request and completing this form:

1. If you need to find out if NorQuest College has the records you wish to access, contact the PRC Office.
2. Check box for personal or general information.
 - General information is information other than personal information (see below). For example, it would include information about a third party.
3. If your request is for general information there is an initial fee of \$25.00. Include a cheque for payment with this form, payable to NorQuest College.
 - NorQuest will provide you with an estimated cost before processing begins.
 - If the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit.
 - The records are provided when the fee is paid in full.
4. If your request is for personal information there is no initial fee.
 - Personal information or the personal information of an individual you are entitled to represent.
 - You must provide proof of your identity before records containing your personal information are released to you.
 - If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).
 - If the cost of photocopying is more than \$10, you will be notified of the fee.
5. Indicate the information you want to access.
 - Be as specific as possible in describing the records.
 - If you need more space, continue your description on a separate sheet of paper and attach it to this request form.
 - Indicate the specific timeframe for which you want to access the information.
6. Indicate how you want to receive a copy of the records.
 - Check the appropriate box indicating how you want to receive the records.
7. Sign and date the form.
8. Send your request (with payment, if applicable to):

Policy and Regulatory Compliance Office
NorQuest College
10215 108 Street NW
Edmonton, AB T5J 1L6

Phone: 780.644.6292 or 780.644.5956
Fax: 780.644.5909