



TOWNSHIP OF WARWICK

6332 Nauvoo Road, R.R. #8, Watford, ON N0M 2S0
 Phone: 519-849-3926 / 1-877-849-3926
 Fax: 519-849-6136

Municipal Freedom of Information and Protection of Privacy Act Request Form

Each separate request must be accompanied with the \$5.00 application fee. Cheque or money order should be made payable to the Township of Warwick.

Request for

Access to general records

Access to personal information

Correction to Own Personal Information

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

Name appearing on the records is the same as person requesting records; OR

Other (specify): _____

Method of access to records

Examine original

Receive copy

If you are requesting access to, or correction of, your own personal information, please identify the personal information bank or record containing the personal information below, if known.

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 or disagreement be attached to your personal information.

Detailed description of requested records, personal information records or personal information to be corrected.

Applicant Information

Applicant/Company Name:

Contact Name:

Current address:

Phone:

Fax:

E-mail:

Signature:

Date:

Personal information contained on this form is collected pursuant to Municipal Freedom of Information and Protection and Privacy legislation and will be used for the purpose of responding to your request. Questions should be directed to the Clerk, Township of Warwick, 6332 Nauvoo Road, Watford, On N0M 2S0 or at 1-519-849-3926.

Township of Warwick (Office Use Only)

Approval Signature

Fee Received/Date

Request Number

Distribution

Applicant ____ File ____

Administrator/Clerk ____