

## Freedom of Information Request Form

Please complete this form if you wish to make a request for information in accordance with BC's *Freedom of Information and Protection of Privacy Act* ("FOIPPA") and send by email to [info@bccsw.ca](mailto:info@bccsw.ca) or by fax to 604.737.6809 or mail to the address provided at the top of this form, with the subject line "Freedom of Information Request". You may also submit a request without using this form, provided the request is in writing.

The personal information provided in this form is collected and used in accordance with section 26(c) of FOIPPA for the purpose of responding to your request. All fields are required unless otherwise specified.

### 1. Requester Information

- Full Name: \_\_\_\_\_
- Organization Name (if applicable): \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### 2. Requested Records Information

Please provide a detailed description of the records you are requesting. If possible, include specific details such as subject matter, date range, names of individuals or departments involved, or the type of document. If you are requesting personal information about another individual, you must provide a) the individual's signed consent for disclosure, or b) proof of your authority to act on that individual's behalf in accordance with section 5(1)(b) of FOIPPA and attach the necessary document(s) to the request.

- **Description of the Records Requested:**

### 3. Access to Records

Please indicate how you would prefer to receive the requested records:

Electronic format (pdf)

Paper copies mailed to the address below:

**Address:** \_\_\_\_\_

**City/Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

Records are sent via email to the email address identified in the form, unless indicated otherwise.

## 5. Fee Estimate and Fee Waiver Request

Freedom of Information requests are subject to a non-refundable application fee of \$10 under section 75(1)(a) of FOIPPA. Please contact [info@bccsw.ca](mailto:info@bccsw.ca) for information on how to pay this fee.

Fees may also be applied to process your request pursuant to section 75(1)(b) of FOIPPA. A fee estimate will be provided once the request is reviewed. You may request a fee waiver under specific circumstances.

- I request a fee waiver (please provide a brief explanation below):

## 6. Applicant's Declaration

By signing below, you confirm that you are submitting a formal request for access to records under the **Freedom of Information and Protection of Privacy Act (FOIPPA)**. You understand that records may be withheld or redacted under certain exemptions as outlined by the Act, and you agree to pay any applicable fees unless a fee waiver is granted.

- Full Name: \_\_\_\_\_
- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

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### Additional Information:

- If the request is unclear, you may be contacted for clarification.
- Under the Freedom of Information and Protection of Privacy Act (FOIPPA), requests will generally be processed within 30 business days. However, extensions may apply in certain cases.
- If you do not receive a response within the prescribed time, you may appeal the decision to the Office of the Information and Privacy Commissioner for British Columbia.