

Municipal Freedom of Information & Protection of Privacy (MFIPPA) Request Form

Please note: There is a fee of \$5.00 to file an access request

- An access/correction request for information will be processed in accordance with the time limits set out in the Municipal Freedom of Information and Protection of Privacy Act and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.
- Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

PART A: To be completed in full by the Requester

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

Directed to:
Freedom of Information Co-ordinator
ENWIN Utilities Ltd.
787 Ouellette Ave.
Windsor, ON, N9A 5T7

If request is for **access to**, or **correction of** own personal information records, indicate if the last name appearing on records is: same as below or: _____

Details

Last Name	First Name	Middle Name
Address	City or Town	Province
Postal Code	Telephone Number (Day):	Telephone Number (Evening):

Detailed description of requested records, personal information records or correction of personal information: (If request is for correction of personal information, please indicate the desired correction and 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 Received:
--	------------	----------------

PART B: For Office Use Only

Date Fee Received:	Request Number:	Final response date:
--------------------	-----------------	----------------------

Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection may be directed to the Freedom of Information Co-ordinator for *ENWIN Utilities Ltd.*, 787 Ouellette Ave, Windsor, ON, (519) 255-2888 ext. 737.