



Right to Information and Protection of Privacy Act (RTIPPA) Request Form

Town of Quispamsis
12 Landing Court
P.O. Box 21085
Quispamsis, NB E2E 4Z4
Phone 506-849-5778
Fax 506-849-5799
Email: quispamsis@quispamsis.ca
Website: www.quispamsis.ca

<p>Please Note An access/correction request for information will be processed in accordance with the time limits set out in the <i>Right to Information and Protection of Privacy Act</i> and its regulations. The time limit to respond to your inquiry will begin from the date the request is received. Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.</p>		
PART A (To be completed in full by Requester)		
Access to General Records Access to Own Personal Information Correction of Own Personal Information	Directed to	Town Clerk, Town of Quispamsis P. O. Box 21085, 12 Landing Court Quispamsis, NB E2E 4Z4
<i>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. Same or Last Name on Records</i>		
DETAILS		
Last Name	First Name	Middle Name
Address	City or Town	Province
Postal Code	Daytime Phone	Evening Phone
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)		
Preferred method of access to records <input type="checkbox"/> Receive a Copy <input type="checkbox"/> Examine Original (on-site only)		Signature _____ Date _____
Comments		

Personal information contained on this form is collected under of the Right to Information and Protection of Privacy Act, and will be used to respond to your request. Questions about this collection can be directed to the Town Clerk's Office (506) 849-5738.