



Submit Completed and signed request to:

Clerk's Office/FOI Coordinator
Municipality of Chatham-Kent
315 King St W. PO Box 640
Chatham, ON N7M 5K8
Email: ckfoi@chatham-kent.ca
Telephone: (519)360-1998

Municipal Freedom of Information and Protection of Privacy (MFIPPA)

Request Form

Please note a \$5.00 application fee is required for all requests.

Request For:

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

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

Last Name appearing on records:

Last Name:

First Name:

Middle:

Address:

City

Province

Postal Code

Telephone #:

Business #:

Email:

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. Please attached 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.

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

Preferred method of access to records:

Examine Original

Signature: _____

Receive Copy

Date: _____

For Municipal Use Only:

Date Received: _____

Request Number: _____