FOI ACCESS REQUEST

Part 1 - Request under the *Freedom of Information and Protection of Privacy Act* for:

- Access to records on a particular subject
- Access to own personal information
- Access by an authorized party to information about another individual

(Must also enclose a completed *Consent for Personal Information Disclosure to a Third Party* form)

Part 2 – Applicant’s Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First and middle name(s)</th>
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<tr>
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<tr>
<td>Apt. No / PO Box</td>
<td>Street number and name</td>
</tr>
<tr>
<td>City</td>
<td>Province</td>
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<tr>
<td>Day Phone or Cellular No.</td>
<td>E-mail address</td>
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Part 3 – Description of Records Sought (provide as much detail as possible below about the records)

(a) Time period of records (dd/mm/yyyy):

From:     To:

(b) Location of records (please specify where records might be located, i.e., name of faculty, school, department):

Description of Records (you may enclose a separate page to this form):

If you are requesting personal information, enclose a copy of a government issued I.D. to confirm your identity and please sign this form.

__________________________
Signature

__________________________
DD/MM/YYYY (required)

Please send the completed form and copy of I.D., if applies, to the Access Officer to the address or the fax number above. If sent to foipp@uvic.ca, we advise to encrypt it and phone us with the password.

Personal information contained on this form and the copy of an I.D. is collected pursuant to the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of responding to this access request.