



## Government of the Northwest Territories Access to Information and Protection of Privacy Act

### Request for Access to Information

This is a request for: *(Please check one)*

- General information       My own personal information       Personal information for another person  
*(Attach proof of authority to act for the person)*

Which public body are you asking for information? *(Please fill in name of Department, Agency, Board or Commission)*

### Applicant

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Company Name *(if applicable)* \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Town/Hamlet \_\_\_\_\_ Territory or Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (Home or Cell) \_\_\_\_\_ Telephone (Work) \_\_\_\_\_ Email \_\_\_\_\_

### What information are you requesting?

- I would like to receive a copy of the original record       I would like to examine the original record

Please describe the information or records to which you want access in as much detail as you can. *If you want access to personal information, be sure to provide all of the person's previous names. If you need more space, please use the back of this form.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I would like all correspondence and records sent to me electronically at the email address above       I would like all correspondence and records mailed to me at the address above

### Signature

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Personal information contained on this form is collected under section 40(c)(i) of the Access to Information and Protection of Privacy Act, and will be used to respond to your request. If you have any questions in relation to the information collected on this form please contact the GNWT Access and Privacy Office by phone at 867-767-9256 ext. 82477, by email at APO@gov.nt.ca, or by mail at P.O. Box 1320, Yellowknife NT, X1A 2L9.*

### For Public Body Use Only

Date Received \_\_\_\_\_ Request Number \_\_\_\_\_

Comments \_\_\_\_\_



## Request for Access to Information

### Instructions

You can access many public body records without making a request under the *Access to Information and Protection of Privacy Act* (the Act). To determine whether you need to make a request under the Act or if you need help completing the form, contact the Access & Privacy Coordinator of the public body to which you are making the request. Contact information for Access & Privacy Coordinators is available from the GNWT Department of Justice website at: <https://www.justice.gov.nt.ca/en/access-to-information-held-by-public-bodies/page/4/>.

If you need help to find out what records a public body has, contact the Access & Privacy Coordinator for the public body.

### About your request

**Personal information** is your own personal information or the personal information of an individual you are entitled to represent.

- You must provide proof of your identity before records containing your personal information are released to you.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. signed authorization from that person, guardianship or trusteeship order, power of attorney).
- If the cost of photocopying or printing is more than \$250, you will be notified of the fee.

**General information** is information other than personal information (see above). For example, it would include information about a third party.

- The public body will provide you with an estimated cost before processing begins.
- If the total cost of processing your request is more than \$250, you will be asked to pay a 50% deposit.
- The records are provided when the fee is paid in full.
- Please consult the Access to Information Request Payment Form for more information regarding fee payment

Be as specific as possible in describing the records. If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

#### If requesting your own personal information, give:

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number, case number or other identification number.

### About the information you want to access

#### If requesting another person's information, give:

- the person's full name;
- any other name that person may have used on the records; and
- any identifying numbers for the person, if you know them.

**If you are requesting records for another person, you will have to provide proof that you have authority to act for that person.**

#### What is the time period of the records?

Enter the specific dates or date ranges of the records you want to access. (e.g. if you want records for the period January 1, 2017 to August 31, 2017, enter those dates. If you want records from August 2019 to present, enter "August 2019 to present.")

#### Where to send your request

For requests to a GNWT Department or the NWT Housing Corporation, send your completed form to the GNWT Access and Privacy Office at [APO@gov.nt.ca](mailto:APO@gov.nt.ca). For requests to other public bodies, send the form to the Access & Privacy Coordinator of the public body that has the records you wish to access. For contact information, consult the Access & Privacy Coordinator Contacts available at: <https://www.justice.gov.nt.ca/en/access-to-information-held-by-public-bodies/page/4/>

For general inquiries please contact the GNWT Access and Privacy Office at [APO@gov.nt.ca](mailto:APO@gov.nt.ca) or 1-867-767-9256 ext. 82477.