MFIPPA Request Form

Niagara Falls Public Library

Under the Freedom of Information and Protection of Privacy Act /
Municipal Freedom of Information and Protection of Privacy Act

A $5.00 application fee is required for all requests.

Request Information

Request for

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

Request made to

Chief Librarian
Niagara Falls Public Library
4848 Victoria Ave., Niagara Falls, ON L2E 4C5

Preferred method of access to records ☐ Examine originals ☐ Recieve copies

Detailed description of request

Requests for personal information must identify the records containing the information and the desired corrections where applicable. When appropriate, attach any supporting documentation. You will be notified if the correction is not made and may require that a statement of disagreement be attached to your personal information.

For requests of access or corrections to own personal information records please indicate

Last name appearing on records ☐ same as below, or

Personal Information

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss ☐ N/A

Last Name

First Name

Middle Name

Address

City/Town

Province

Postal Code

Phone

Signature

Date

Office Information

INTERNAL USE ONLY

Date Received

Request Number

Comments