



REQUEST FOR INFORMATION

Please Note: A \$5.00 application fee is required for all requests. Cash payments must be made in person. Completed forms must be forwarded to: Privacy Officer, Indus Community Service, 3038 Hurontario St., Suite 206, Mississauga, ON, L5B 3B9 or emailed to privacy@induscs.ca

Request for: Access to Own Personal Information Correction to Own Personal Information

Preferred method of access to records: Receive Copy Examine Original (appointment required)

Last Name **First Name**

Address

City **Province** **Postal Code**

Phone # **Alternative Number (optional)**

E-mail (optional)

If request is for access to, or correction of, own personal information records:
 Name appearing on records: same as above or commonly known as:

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

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. Proof of identity may be required.

Signature: **Date:** (yyyy/mm/dd)

For Office Use Only

Date Received: <input type="text"/>	ID Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Fee Collected: \$: _____ <input type="checkbox"/> Cheque <input type="checkbox"/> Cash Information Released on: _____
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