REQUEST FOR INFORMATION
Filed under the Freedom of Information (FOI) Act

Date of Request: ___________________ Date to Respond: ___________________

Requestor’s Name: ______________________________________________________

Address: _______________________________ Telephone Number: _____________

Location of Incident: _____________________________________________________

In the spaces below, please describe the public records you are requesting. In order to expedite the search for records, please be as specific as possible by including as much of the following information as possible: Date/Time of Incident; Address of Incident; Case Number; Type and Nature of Incident:

_____________________________________________________________________

_____________________________________________________________________

Is this request for Commercial Purposes?  ☐ Yes  ☐ No

Response to Information Request

Date of Compliance with request: ________________________________

By: ________________________________ (Custodian of Records)

Date of Receipt of records: ______________

By: ________________________________ (Requestor)

☐ We are extending the time for response to your request for an additional (5) working days under Section 140/3(e) of the Act due to: (i–vii): __________________________

We estimate the records requested will be available by: ______________________

Date and time of extension notification: ________________________________

By: ________________________________