

Access or Correction Request

*Freedom of Information and Protection of Privacy Act
Municipal Freedom of Information and Protection of Privacy Act*

Please see instructions on page 2 before filling out this form

A. Type of Request

- Access to general records (non-personal information)
 Access to own personal information
 Access to other's personal information by authorized party
 Correction of own personal information

Name of institution request made to

Ontario Police Special Investigation Unit

B. Requester's Information

Last name Selanders		First name Mara		Middle initial C
Unit/Apt. no. 2	Street no. 164	Street name Hawthorne Avenue		PO box
City/Town Ottawa		Province Ontario		Postal code K1S 0B3
Home phone no. (include area code)		Business/Mobile phone no. (include area code & extension) 306-381-3391		

C. Description of Records or Correction Requested

Requesting records for SIU investigations regarding reports involving police where there has been death, serious injury, or allegations of sexual assault. Records are including but not limited to the number of arrests within the last five years that have resulted in death, and how many of those investigations found a police officer at fault.

Time period of the records		Method of access	
From (yyyy/mm/dd) 2008/02/01	To (yyyy/mm/dd) 2014/02/01	<input checked="" type="checkbox"/> Receive copy	<input type="checkbox"/> Examine original (on site only)

D. Payment and Signature

\$5 application fee	Signature	Date (yyyy/mm/dd)
<input checked="" type="checkbox"/> Cheque <input type="checkbox"/> Cash (in person only)		2014/02/03

Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* or *Municipal Freedom of Information and Protection of Privacy Act* and will be used to answer your request.

Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the institution where you make the request.

E. Institution Use Only

Date received (yyyy/mm/dd)	Request no.	Comments

Instructions for Completing Access or Correction Request

Informal Access to Records

Many records of public institutions are available to you without making a request under the *Freedom of Information and Protection of Privacy Act* or the *Municipal Freedom of Information and Protection of Privacy Act*. Contact the Freedom of Information and Privacy (FOIP) Coordinator at the institution that holds the records to determine whether you need to make a formal request.

A. Type of Request

Check the box that indicates what you are requesting. (Records that do not contain personal information are general records.)

The FOIP Coordinator is required to verify your identity before giving you access to your own personal information.

If you are requesting another person's personal information records, you must provide proof that you have the authority to act for them (e.g., power of attorney, guardian or trusteeship order).

B. Requester's Information

Please ensure you have entered your name, address and telephone numbers accurately.

C. Description of Records or Correction Requested

Provide as much detail as possible about the requested general records, own personal information, other's personal information or correction of own personal information. Use a separate sheet of paper if you need more space and attach it to this form.

If you are requesting personal information records, provide the name that should appear on them.

Specify the time period for the records as precisely as possible, e.g., from 2008/07/21 to 2009/11/30.

If you are requesting a correction of your own personal information records, describe the correction you want and provide any supporting documents. If possible, provide copies of the information to be corrected and the information you wish to have it replaced with.

Check a box to indicate whether you want to examine original documents (which may only be done on site) or receive copies.

D. Payment and Signature

A \$5 application fee is required. Cash payments must be made in person.

Make cheques payable to the appropriate payee of the institution that holds the records. The payee for Government of Ontario ministries is the Minister of Finance.

Sign and date the form and mail it or submit it in person to the institution that holds the records.

Access Requests

City of Ottawa

Requesting records/documentation of all reports of police arrests resulting in death, serious injury, or allegations of sexual assault on behalf of person arrested. Results are including but not limited to the number of arrests within the last 5 years that resulted in death and how many of those investigations found a police officer at fault.

Request received on February 25, 2014 at the Ottawa Police Service.

Filed on February 4, 2014.



Access to Information Request Form

Protected when completed

For official use only

Access to Information Act

Step 1

Determine which federal government institution is most likely to have the information you are seeking. Decide whether you wish to submit an informal request for the information or a formal request under the *Access to Information Act*. If you wish to make an informal request, contact the appropriate institution. The address can likely be found in *Info Source* publications which are available across Canada, generally in major public and academic libraries, constituency offices of federal Members of Parliament and most federal government public enquiry and service offices.

Step 2

To apply for information under the *Access to Information Act*, complete this form or a written request mentioning the Act. Describe the information being sought and provide any relevant details necessary to help the institution find it. If you require assistance, refer to *Info Source (Sources of Federal Government Information)* for a description of program records held by the institution or contact its Access to Information Coordinator.

Step 3

Forward the access request to the Coordinator of the institution holding the information. The address is listed in the "Introduction" to *Info Source*. Enclose a \$5.00 money-order or cheque payable to the Receiver General of Canada. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.

Step 4

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Access to Information Commissioner should you believe that you have been denied any of your rights under the Act.

Federal Government Institution

Provide details regarding the information being sought

Method of access preferred

Receive copies of originals

Examine originals in government offices

Name of applicant

Street, address, apartment

City or town

Province

Postal Code

Telephone number

This request for access to information under the *Access to Information Act* is being made by

a Canadian citizen, permanent resident or another individual present in Canada, or

a corporation present in Canada

Signature

Date

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act*.