

# Request for Information Form

## Instructions

The Right to Information and Protection of Privacy Act (RTIPPA) provides a method to request general or personal information held by public bodies that is not available by other means. A request for general information is a written request for records of a non-personal nature that could be released, in whole or part, to anyone. However, this right is not absolute. If information in a record falls within an exception to disclosure, an applicant is not entitled to access this information. Examples of general records include briefing notes, contracts, etc. RTIPPA requests for general information allow you to make a **single** request to a public body. An example of a request for general records is:

*A copy of the agreement and/or contract between Party X and the Department Y for management consulting services provided from April 2012 through March 2013.*

A request for your own personal information is a written request for records of a personal nature about you. Examples of records containing your personal information are child and family services files, adoption records, employment records etc. An example of a request for personal information is:

*A copy of all documents related to my (Name of Applicant) assessment for X benefits by the Department Y (File #12345) from January 2016 to present date (Date Z).*

Public bodies make a lot of their information available to the public through websites and printed documents. This information can be accessed without making a formal request for information under RTIPPA. Before making a formal request, contact the Coordinator of the public body you believe has the information you want to access. The Coordinator can help you determine if a formal request is needed. The Coordinator can also help you complete the request for information form, if needed. For contact information for Coordinators see the Directory of Public Bodies.

### **ABOUT YOU**

In this section of the form, please include:

- your last name, first name and preferred title, if any; the name of the company or organization you are representing, if applicable;
- your complete mailing address and daytime telephone numbers so that the public body can contact you about the request; and
- a fax number or e-mail address, if any, where correspondence may be sent.

### **ABOUT YOUR REQUEST/INFORMATION YOU WANT TO ACCESS**

- Please check what kind of information you want to access.
- State the name of the public body to which you are making the request. All public bodies are listed in the Directory of Public Bodies.
- Indicate whether you would like to receive a paper copy of the record, an electronic copy of the record or examine the record in person.
- Be as specific as possible in describing the records (i.e. time, place and event in order to identify the requested record(s)). Feel free to add any additional information that you think may help with processing your request. For example, if you are requesting personal information provide any other names you currently or previously used and any identifying number that relates to the records in question (e.g. case file number). If you need more space than provided, continue your description on a separate sheet of paper and attach it to the request form.

**FEES** There are no longer fees for any request made under *RTIPPA*.

### **ABOUT YOUR PERSONAL INFORMATION**

- Please be sure to give your full name.
- If you are requesting information on behalf of another person, please attach proof that you can legally act for that person. This authorization can be in the form of a signed letter in which the person provides consent to release his or her information to you, a Power of Attorney, or other legislated authorization. Please see *section 79 of RTIPPA* for more details.
- Personal information provided on this form is collected under paragraph 37(2)(a) of New Brunswick's Right to Information and Protection of Privacy Act (RTIPPA) for purposes of responding to your request for access to

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information. Should you require further information about collection, use and disclosure of personal information, please contact the Information Access and Privacy Unit at (506) 444-4180.

### WHERE TO SEND YOUR REQUEST

- Be sure to sign, date and send your request to the Coordinator of the public body to which you are making the request. Coordinators and their contact information are listed in the [Directory of Public Bodies](#) on the [RTIPPA](#) website.
- If you are unsure of where to send your request for information, please contact the Information Access and Privacy Unit at (506) 444-4180.

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**ABOUT YOU:**

Title	Last name	First name
Name of company or organization <i>(where applicable)</i>		
Mailing Address		
City or Town	Province	Postal Code
Daytime Telephone #	Other Telephone #	
Facsimile #	E-mail	

Personal information provided on this form is collected under paragraph 37(2)(a) of New Brunswick's *Right to Information and Protection of Privacy Act (RTIPPA)* for purposes of responding to your request for access to information. Should you require further information about collection, use and disclosure of personal information, please contact the Information Access and Privacy Unit at (506) 444-4180.

**ABOUT YOUR REQUEST:**

1. **What kind of information do you want to access?** (Please check one)

- General Information
- My own personal information
- Information about another individual *(Please attach proof that you can legally act for that person. This authorization can be in the form of a signed letter, a Power of Attorney, or other legislated authorization. Please see section 79 of RTIPPA for more details.)*

2. To which public body are you making your request? *(Please fill in below the name of the public body. For names of public bodies consult the Directory of Public Bodies on the RTIPPA website.)* If you wish to make this request to more than one public body, please ensure that it is forwarded to each of them separately.

3. **Do you want to:**       receive a paper copy of the record?     receive an electronic copy of the record?  
 (Please check one)       examine the record?

**ABOUT THE INFORMATION YOU WANT TO ACCESS:**

As per section 8(2)(a) and 8(2)(b) of *RTIPPA* "A request for access to a record must specify the record requested or where the record in which the relevant information may be contained is not known to the applicant, provide enough particularity as to time, place and event to enable a person familiar with the subject matter to identify the relevant record, and include any information prescribed by regulation".

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1. What record(s) do you want to access? *(Please provide as much detail as possible – see instructions)*

2. What is the time period of the records? *(Please give specific dates. See instructions for details.)*

**YOUR SIGNATURE:**

Signature:	Date:
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**WHERE TO SEND YOUR REQUEST:**

Send your request to the Coordinator of the public body you believe has the information you want. If you are unsure of where to send your request for information, please contact the Information Access and Privacy Unit at (506) 444-4180.

FOR PUBLIC BODY USE ONLY	
Date Received:	Comments:
Request Identification Number:	