



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora
Request for Access to Information
Legislative Services

Please Note: A \$5.00 application fee is required for all requests.

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Preferred format for copies of records: <input type="checkbox"/> Paper Copy <input type="checkbox"/> Digital Copy
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If request is for **access to**, or **correction of**, own personal information records:
 Name appearing on records is the same as below, or

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Mx.		Address
First Name		City/Town
Last Name		Province
Company Name		Postal Code
Telephone (Day)	Telephone (Evening)	Signature
Email Address		Date

Detailed description of requested records, personal information or desired correction to personal information.

Note: If you are requesting a correction of personal information, attach any supporting documentation if appropriate. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

INSTITUTIONAL USE			
Date Received:		Request Number:	

Personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection can be directed to the Records Coordinator at the Town of Aurora, (905)-727-3123, 4222.