



**Municipal Freedom of Information and  
Protection of Privacy (MFIPPA)**  
Access / Correction Form

**Please note:**

An access / correction request for information will be processed in accordance with the time limits set out in the Municipal Freedom of Information and Protection of Privacy Act and regulations. The time limit to respond to your inquiry will begin from the date the request and the \$5.00 application fee are received.

Photocopies of originals will be provided in responding to requests. On-site viewing of originals may be arranged if required.

**PART A: To be completed in full by the Requester**

- Access to General Records
- Access to Own Personal Information
- Correction of Own Personal Information

**Directed to:**  
MFIPPA Co-ordinator  
City of Cornwall  
360 Pitt Street  
Cornwall, ON K6J 3P9  
Email: [clerk@cornwall.ca](mailto:clerk@cornwall.ca)

If request is for access to, or correction of own personal information records, indicate if the last name appearing on records is:

- same as below or  \_\_\_\_\_

**Details**

Last Name	First Name	Middle Name
Address	City of Town	Province
Postal Code	Telephone Number Day &	Telephone Number Night &

**Detailed description of requested records, personal information records or correction of personal information:** (If request is for correction of personal information, please indicate the desired correction and attach any supporting documentation)

**Preferred method of access to records:**

- Receive Copy
- Examine Original (on-site only)

Signature:

Date:  
Day / Month / Year

**PART B: Office Use Only**

- \$5.00 Application Fee Received

Date Application Fee Received:  
Day / Month / Year /

Comments:

Personal information contained on this form is collected under section 17 of the Municipal Freedom of Information and Protection of Privacy Act and will be used to respond to your request. Questions about this collection should be directed to the Information and Privacy Co-ordinator.