

Request to Access Information

If you have questions about filling out this form, please contact EPL's FOIP Coordinator at 780-496-7051 or foip@epl.ca. Applications can be accepted via email at foip@epl.ca, by mail or in-person at Stanley A. Milner Library 7 Sir Winston Churchill Square, Edmonton, Alberta, T5J 2V4.

About you	Last Name F		First Name	
	Name of Company or Organization (if applicable):			
	Mailing Address:			
	City:		Province:	Postal Code:
	Contact phone:	Alternate Phone:	Email Address:	
About your	Request type:			
request	General Information Personal Information Personal Information on behalf of someone (\$25 initial fee) (Attach Authorization of Representative for What records do you want to access? Please keep your request simple, clear, and focused. You may attach additional documents to describe your request.			
About the information you want to access				
	I would like to request access to information dated:			
	From (MM/DD/YYYY):		To (MM/DD/YYYY):	
Delivery options	Select a delivery option. You will be notified when documents are ready.			
options	Email			
	Hard Copy (mail)			
	Hard Copy (in-person pick up)			
Your signature	I certify that the information provided on this application is accurate and complete.			
	Name (Please Print)		Signature	Date

Personal information is collected for the purpose of processing your access to information request and will be used to contact you regarding your request. Collection is authorized under section 33(c) of the *Freedom of Information and Protection of Privacy* (FOIP) *Act* and is managed and protected in accordance with the Act. Questions about the collection, please contact the EPL FOIP Office at 7 Sir Winston Churchill Square, Edmonton, Alberta, T5J 2V4.

Frequently Asked Questions

What is a "Personal" request?

A "personal" request is a request for records that are about you. Examples of a personal request include your employee file, library account or customer suspension information.

What is a "General" request?

A "general" request is any request that is not a "personal" request. Examples of general requests include an agreement, report or emails.

What is a "Personal information request on behalf of someone else"?

This is a request for personal information about a person other than yourself, and that person has given you permission to make the request. When making this type of request, you must provide proof that you have permission.

What does it cost to submit a FOIP request?

There is no initial fee for personal requests (including when you make a request on behalf of someone else). You must pay a \$25 initial fee for a general request. Work will not start on your request until you have paid the fee.

How can I pay the \$25 initial fee for a general request?

Payment can be made by cheque, cash or credit card.

- Call 780-490-8327 and pay by credit card (Monday Friday, 8:30am -4:30pm)
- Cheques can be mailed to: Attention: FOIP Coordinator Stanley A. Milner Library
 7 Sir Winston Churchill Square Edmonton. AB T5J 2V4
- In Person at: Stanley A. Milner Library
 7 Sir Winston Churchill Square Edmonton, AB T5J 2V4

Will additional fees be charged?

- The initial \$25 covers up to \$150 worth of processing fees. You will be advised if any additional fees may apply.
- If the total cost of processing your request is more than \$150, you will be asked to pay a 50% deposit of the estimated fees. You may discuss revising your initial request with the FOIP office.
- The records are provided when the fee is paid in full.

Will I get everything I ask for?

Your request for information will be processed subject to limited and specific exceptions under the FOIP Act.

When will I get my information?

The FOIP Act provides EPL with 30 calendar days to respond to your request. This timeline may be extended for reasons allowable under the FOIP Act.