



Request for:

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

Name of Institution request made to:

MINISTRY OF TRANSPORTATION
 Freedom of Information and Privacy Office
 2nd Floor, 439 University Ave.
 Toronto, Ontario M5G 1Y8

If request is for access to, or correction of, own personal information records:

Last name appearing on records: [] same as below or:

Details - Requester

Last Name	First Name	Middle Name	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.
			<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss

Address (Street/Apt. No./P.O. Box No./R.R. No.)	City or Town	Province
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Postal Code

Telephone Number(s)

Day:

Evening:

Detailed description of requested records, personal information, records or personal information to be corrected. (If you are requesting access to, or correction of, your personal information, please identify the personal information bank or record containing the personal information, if known)

- Notes:
1. If you require information relating to your driver's licence, please provide your driver's licence number and date of birth.
 2. Please include a \$5.00 application fee (Visa, Mastercard, cheque or money order payable to the Minister of Finance).
 3. If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation. 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.

Preferred method of access to records

- Examine Original
- Receive Copy

Signature

Date

For Institution Use Only

Date received

Request Number

Comments

Personal information contained on this form is collected pursuant to Freedom of Information and Privacy legislation and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Coordinator at the institution where the request is made.