



## Government of the Northwest Territories Access to Information and Protection of Privacy Act

### Access to Information Request Payment Form

Amount to be paid: \_\_\_\_\_

Payment will be made by:

Cash

Cheque\*

Credit Card\*\*      Type      Card #      Expiry

Cardholder's Name      Phone #

Cardholder's Signature      Date

*Personal information contained on this form is collected under section 40(c)(i) of the Access to Information and Protection of Privacy Act, and will be used to respond to your request. If you have any questions in relation to the information collected on this form please contact the GNWT Access and Privacy Office by phone at 867-767-9256 ext. 82477, by email at APO@gov.nt.ca, or by mail at P.O. Box 1320, Yellowknife NT, X1A 2L9.*

#### For Public Body Use Only

*Date Received*

*Request Number*

*Comments*

**\* For requests to a GNWT Department or the NWT Housing Corporation, please make the cheque payable to the GNWT Access and Privacy Office. For requests to another public body, please make it payable to the public body you are seeking information from.**

**\*\*If you are paying by credit card, for security reasons, you may be contacted in order to provide the card security code. You will only be asked for the card security code in order to process payment.**



## Request for Access to Information

To request access to information, please use the request form available at: <https://www.justice.gov.nt.ca/en/access-to-information-held-by-public-bodies/page/5/>

**General information** is information other than personal information (see below). For example, it would include information about a third party.

**Personal information** is your own personal information or the personal information of an individual you are entitled to represent.

### Fees

- There is no initial fee for access to information requests.
- If fees apply, the public body will provide you with an estimated cost before processing begins.
- If the total cost of processing your request is more than \$250, you will be asked to pay a 50% deposit. The records are provided when the fee is paid in full.
- For general inquiries about fees, please contact the GNWT Access and Privacy Office at APO@gov.nt.ca or (867) 767-9256 extension 82477

For requests to GNWT Departments or the NWT Housing Corporation, send your completed form to the GNWT Access and Privacy Office. For requests to other public bodies, send the form to the Access & Privacy Coordinator of the public body that has the records you wish to access. For contact information, consult the Public Bodies and Access & Privacy Coordinators/Contacts available at: <https://www.justice.gov.nt.ca/en/access-to-information-held-by-public-bodies/page/4/>.