



## Access to Information Request

### Instructions

By completing this form, you are making a formal request for information pursuant to the *Access to Information Act* for RCMP records. Written requests using Treasury Board Form TBC-350-57, or a written request mentioning the Act will also be accepted. If you wish to make an informal request, contact the local RCMP office / detachment where the records are kept. Completed forms must be sent to the following address:

Royal Canadian Mounted Police  
Access to Information and Privacy Coordinator  
73 Leikin Drive  
Mail Stop 061  
Ottawa, ON  
K1A 0R2

Describe the information being sought and provide all relevant details necessary to help the RCMP locate the requested information. Please include the city, RCMP detachment, and / or file number to expedite the search. If you require assistance, refer to [Info Source](#) (Sources of Federal Government Information) for a description of program records held by the RCMP or visit the [RCMP's ATIP](#) website.

Forward your completed request to the address above. Enclose a \$5.00 money order or cheque payable to the Receiver General of Canada. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.

When you receive an answer to your request, review the information to determine whether you wish to make a further request under this Act. You also have the right to complain to the Information Commissioner of Canada should you believe that you have been denied any of your rights under this Act.

### Information

I wish to examine the information

As it is       All in English       All in French

Provide details regarding the information being sought. Include city, RCMP detachment or unit, and file number, if applicable.

Preferred Method of Access

Receive Copies of Originals       Examine Originals in Government Office

Surname

Given Name

Street Address

City

Province

Postal Code (A9A 9A9)

Telephone No.

This request for access to information under the *Access to Information Act* is being made by:

a Canadian citizen, permanent resident or another individual present in Canada       a corporation present in Canada

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (yyyy-mm-dd)

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act*.