



Act respecting access to documents held by public bodies
and the protection of personal information

REQUEST FOR ACCESS TO DOCUMENT

Personal information contained on this form is collected pursuant to Municipal Freedom
and Information and Protection of Privacy legislation and will be used
for the purpose of responding to your request

Request Number:

For sole use of the requestor

IDENTIFICATION OF THE PERSON WHO IS PLACING THE REQUEST

Family Name:	First Name:
Address (civic number, City, Postal Code)	
Telephone	

IDENTIFICATION OF THE ORGANISATION FOR WHICH THE REQUEST IS BEING MADE

Name of organisation:
Address (civic number, City, Postal Code)

Detailed description of documents requested

PREFERRED METHOD OF ACCESS TO DOCUMENTS

Examine original document at the Municipality	<input type="checkbox"/>
Or receive a copy	<input type="checkbox"/>

Date:	Signature:
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For use of the Municipality

Date request received:	(Year/month/day)
Date to respond to requestor	(Year/month/day)
Date of acknowledgement of receipt	(Year/month/day)
Date of communication of the decision	(Year/month/day)

Analysis and decision

(You will find supplemental information on the reverse of this form)

- This form, the use of which is optional, is available to individuals who wish to go to a public body for an application for access to an administrative document. If it is a request for personal information, you should use the form REQUEST FOR ACCESS TO PERSONAL INFORMATION.
- The information you provide in "Identification of the person making the request" will be treated as confidential and shall be disclosed only to authorized persons that process your request.
- If you have difficulty identifying the document you are looking for, or want information about the Act respecting access to documents held by public bodies and the protection of personal information, you can contact the head of the body to which you sent the request.
- Your application can be made verbally to the person responsible, or in writing, but must be sufficiently precise to enable them to respond. For example, you can include the title of the document you are looking for, the name of its author, or so the subject.
- There is a directory that exists that gives managers the list of organizations subject to the Act, as well as the names of the officials to whom applications should be addressed. This directory can be located in the offices of public bodies subject to the Act, such as Government departments and agencies, municipalities, school boards, health facilities and social services. This directory is also in the offices of Communication-Québec, public libraries, the regional offices of ministries and government agencies.
- Upon receipt of this document or any other written request, the manager will forward you a receipt stating the date you will receive a written response to your request. The response deadline set by law is 20 calendar days.
- Photocopying fees and transmission fees of documents may be required. Officials from each agency will give you relevant information to this effect.