



# GRANDE PRAIRIE POLICE SERVICE REQUEST TO ACCESS INFORMATION

Personal information on this form is collected under section 4 of Alberta's *Protection of Privacy Act (POPA)* and will be used to respond to your request. Please contact the Access and Privacy Unit (ATI@gppolice.com) for more information regarding how personal information is collected and used.

## ABOUT YOU (Please Print)

|                                     |                        |                            |
|-------------------------------------|------------------------|----------------------------|
| Last Name                           | First Name             | Middle Name                |
| Previous Last Names (if applicable) |                        | Date of Birth (YYYY/MM/DD) |
| Company Name (if applicable)        |                        |                            |
| Mailing Address                     |                        |                            |
| City                                | Province               | Postal Code                |
| Phone Number                        | Alternate Phone Number | Email Address              |

## ABOUT YOUR REQUEST

What type of information are you requesting access to?

- ☐ Personal information (no initial fee required for personal information)
- ☐ Personal Information on behalf of someone else (written authorization required)
- ☐ General Information (initial fee of \$25.00 required)

Do you want to: ☐ Receive a copy of the record? OR ☐ Examine the record?

Method of Preferred ☐ Electronically (Email or dropbox) OR ☐ Pick-up Hard Copy (Fees may apply)

## WHAT RECORDS YOU WANT TO ACCESS

Please provide as many details as possible about the records you wish to access. If you need more space, please attach a separate sheet of paper.

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I would like to request access to information dated From: (YYYY/MM/DD) ☐ To: (YYYY/MM/DD)

☐ To present date (YYYY/MM/DD)

## YOUR SIGNATURE

|           |                   |
|-----------|-------------------|
| Signature | Date (YYYY/MM/DD) |
|-----------|-------------------|

## HOW TO COMPLETE THE FORM

You can request access to many of the Grande Prairie Police Service records without making a request under the *Access to Information Act*. To determine whether you need to make a request under the Act or if you need help completing the form, contact the Access and Privacy Unit at [ATI@gppolice.com](mailto:ATI@gppolice.com).

### ABOUT YOU

Enter your last, first, and middle names along with your date of birth. Enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address, daytime and evening telephone numbers, and your email address. The Grande Prairie Police Service may need to contact you should we have any questions about your request.

### ABOUT YOUR REQUEST

If you need to find out what records an organization has, please consult the Alberta Directory of Records.

What kind of information are you requesting? Indicate whether you are requesting *general* or *personal* information.

#### *Personal Information:*

If you are requesting records containing your personal information, you will have to provide proof of your identity before the records are released to you. There is no fee for accessing personal information unless the cost of producing copies is more than \$10. In these cases, you will be notified of the fee.

#### *Personal Information on behalf of someone else:*

If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee, or that you have power of attorney for that person.

#### *General Information:*

If you are making a request for general information, there will be an initial fee of \$25. You will be provided with an estimate of how much your request will cost before processing begins. If the total cost of processing your request is more than \$150, you will be required to pay a 50% deposit. The records will be provided when the fee is paid in full.

If you are making a continuing request (the same request processed repeatedly at pre-determined time intervals over a period of up to two years), please contact the Grande Prairie Police Service Access and Privacy Coordinator. The initial fee is \$50 and you must pay any additional costs when the information becomes available.

Do you want to either receive a copy of the record or examine the record? Check the appropriate box.

Do you want to either receive the record electronically or pick-up a hard copy? Check the appropriate box. Please note: Fees may apply depending on the size or type of the records. Two pieces of ID will be required for either method.

### WHAT RECORDS YOU WANT TO ACCESS

What information are you requesting? Please be as specific as possible in describing the records. The more specific your request, the faster it can be answered. If you need more space, continue your description on a separate sheet of paper and attach it to this request form.

If you are requesting your own personal information, be sure you provide:

- your full name,
- your date of birth,
- any other names that you have previously used, and
- any identifying number that relates to the records, such as your employee number or case file number

If you are requesting another person's information, please provide:

- the person's full name,
- the person's date of birth,
- any other names that person may have used, and
- any identifying numbers for the person, if you know them.

If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person.

Enter the time period of the requested records.

### YOUR SIGNATURE

Sign and date the form and send it via mail or email to: Grande Prairie Police Service  
Access and Privacy Coordinator  
10202 99 Street  
Grande Prairie, Alberta T8V 2H4  
[ATI@gppolice.com](mailto:ATI@gppolice.com)