



# ACCESS / CORRECTION REQUEST

*Municipal Freedom of Information and Protection of Privacy Act*

**REQUIREMENTS:**

A \$5.00 application fee **must** accompany all requests - See Page 2 for payment options.  
 You **must** include your picture (selfie) holding your Government issued ID (Drivers Licence, Passport) as proof of identity.  
 The processing of this request will not begin until this fee and proof of identity has been received.



**Body-worn camera/In-car camera footage is available for purchase outside the Freedom of Information access process. Please use other request form.**

**YOUR INFORMATION: To be completed in full by the requester**

<b>LAST NAME</b>		<b>FIRST NAME</b>	
<b>DATE OF BIRTH</b> YYYY-MM-DD		<b>PHONE</b>	<b>EMAIL</b>
<b>ADDRESS</b>			
<b>CITY/TOWN</b>		<b>PROVINCE</b>	<b>POSTAL CODE</b>
<b>LAST NAME APPEARING IN RECORDS</b> (LIST IF DIFFERENT FROM ABOVE)	Same as above		

**ACCESS TO RECORDS CONTAINING YOUR OWN PERSONAL INFORMATION OR GENERAL RECORDS:**  
*You must identify the specific record(s) requested or provide sufficient detail to enable an employee to identify the record(s).*

**ACCESS TO POLICE OCCURRENCE REPORTS IS LIMITED TO PEOPLE INVOLVED IN THE INCIDENT OR THEIR REPRESENTATIVE WITH CONSENT**

Do you want to receive records electronically?      **Yes**      **No**

Please provide report number(s) or specify other below:

If you do not know the report number(s) for the record(s) you are requesting or if your request is for other general records held by Strathroy-Caradoc Police (i.e. statistical data, procedures etc), please provide the details and time-frame of your request in the space provided below. (Example: "I would like any police reports related to 123 Main Street Strathroy between Jan 1/26 & Jan 31/26")

**THIRD PARTY INFORMATION**

*The record(s) you are requesting may contain the personal information of an individual(s) other than yourself. The personal information of a third party (e.g. victim, accused, witness) will not be disclosed to you unless you provide Strathroy-Caradoc Police Service with the written consent of the third party(s).*

**CORRECTION OF PERSONAL INFORMATION:**

Please identify the FOI request you've previously received and specify the desired correction. If appropriate, attach any supporting documentation.

Signature:	Date:
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**FOR POLICE USE ONLY**

Identification Verified:    Application Fee Paid:    Yes ( ) Exact Cash ( ) Debit ( ) Credit Card ( ) Receipt Number: _____	Badge & initials:
Yes ( ) How: _____	

# HOW TO FILL OUT YOUR ACCESS / CORRECTION REQUEST FORM

## Ensure you....

- Paid your \$5.00 application fee:
  - e-Transfer to [etransfer@strathroy-caradoc.ca](mailto:etransfer@strathroy-caradoc.ca) – we are set up for auto deposit and no security question is required.  
**NOTE:** Quote your name and FOI Application Fee in the comment section of the e-Transfer.
  - Exact Cash, Debit or Credit Card payments made at Strathroy-Caradoc Police Service Monday to Friday, 8:00 am to 4:00 pm.
- Proof of Identity:
  - In Person – Monday to Friday 8:00 a.m. to 4:00 p.m. with ID
  - By Email



You must include your picture (selfie) holding Government issued ID (Drivers Licence, Passport)

- Complete all your personal information – print clearly.
- If you do not want to receive records electronically - email sent when ready for pick up – Proof of ID required.
- Third Party Information provided only when you provide us with written consent.
- How to submit a request:
  - Electronically to [accounts@scps.on.ca](mailto:accounts@scps.on.ca)
    - Include completed Form
    - Proof of ID (selfie holding Government issued ID)
    - Confirm application fee has been paid by e-Transfer
  - In Person Monday to Friday 8:00 am to 4:00 pm
    - Bring your completed Form
    - Proof of ID (Government issued ID)
    - Exact Cash, Debit or Credit Card

Personal Information contained in this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information Coordinator by calling 519-245-1250.

Strathroy-Caradoc Police Service  
299 Frances Street  
Strathroy, ON N7G 4G9

Phone: 519-245-1250

Email: [accounts@scps.on.ca](mailto:accounts@scps.on.ca)

Payments: [etransfer@strathroy-caradoc.ca](mailto:etransfer@strathroy-caradoc.ca)