



## ACCESS / CORRECTION REQUEST

*Municipal Freedom of Information and Protection of Privacy Act*

A \$5.00 application fee must accompany all requests. The processing of this request will not begin until this fee has been received. You must also provide valid identification prior to receipt of the record(s) - include Government issued photo ID such as drivers licence or passport

### 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

Are you looking for a copy of a police report?      **Yes**      **Report #** (Provide report number(s) if known. Otherwise, see below)

**No** (see 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 timeframe of your request in the space provided below. (Example: "I would like any police reports related to 123 Main Street London between Jan 1/25 and July 31/25").

#### 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:

### FOR POLICE USE ONLY

Identification Produced:

Employee ID # or initials

Personal Information contained on 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 Co-ordinator by calling 519-245-1250.

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

Mailing address: Strathroy-Caradoc Police Service 299 Frances St. Strathroy, ON N7G 4G9

Form No. SCPS 2025