



Freedom of Information Access Request

Under the *Municipal Freedom of Information and Protection of Privacy Act* please note that
a \$5.00 application fee is required for all requests

| | | | |
|---|---------------|---|----------------|
| Request for: <input type="checkbox"/> Access to general records <input type="checkbox"/> Access to own personal information <input type="checkbox"/> Correction to own personal information | | If requesting access to, or correcting, of own personal information records: Last name appearing on records: <input type="checkbox"/> Same as below; or | |
| Contact Information | | | |
| First Name | | Last Name | |
| Street No. | Street Name | | Suite/Unit No. |
| City/Town | | Province | Postal Code |
| Telephone No. | Alternate No. | | E-mail |
| Description of Records Requested | | | |
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| Which department has the records you are requesting, if you know it: | | What are the dates of the records you are requesting if applicable (use date format yyyy-mm-dd): From To | |
| Preferred method of access to records: <input type="checkbox"/> Examine original <input type="checkbox"/> Receive copy <input type="checkbox"/> Receive electronic copy | | Signature: | Date: |

Before sending your request, ensure that you have:

- Provided a detailed description of the information or records you are requesting
- Included the \$5 application fee (cash, cheque or money order), payable to the Toronto Transit Commission
- If requesting personal information, include a photocopy of a signed, government-issued identification (ex. driver's licence or passport)
- If correcting personal information, indicate the desired correction and attach documentation

Mail request with \$5 application fee to:

Freedom of Information Office, 1900 Yonge Street, Toronto, Ontario, M4S 1Z2

For further information about Freedom of Information requests, please call 416-472-2011.

| | | |
|----------------------------|-----------------|-----------|
| FOR OFFICE USE ONLY | | |
| Date Received: | Request Number: | Comments: |
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Personal information contained on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only for the purpose of responding to this request. Questions about the collection of personal information should be directed to the Freedom of Information Office at the Toronto Transit Commission, 1900 Yonge Street, Toronto, ON M4S 1Z2, Phone: 416-472-2011.