

Applicant Name: _____ Date of Request: _____

Address: _____

Phone: _____ Email: _____

What records do you want to access? Please be as specific as possible.

If the space below is not sufficient, a separate document can be submitted with this completed form.

Preferred method of access to records: Examine Original Receive a copy

Records will be provided by email when possible. If an electronic transfer of records by email is not possible, please indicate your preference by checking the appropriate boxes, and please note fees may apply.

USB Drive: \$25.00 each

Letter (8.5" by 11") & Legal (8.5" by 14") hard copies: \$0.25 per page

Tabloid (11" by 17") hard copies: \$0.25 per page

Hard Copy of plans: \$1.00 per page

Are you requesting access to another person's personal information? Yes No

If so, please attach either, a) the person's signed consent for disclosure or b) proof of authority to act on that person's behalf.

Personal information contained in this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of responding to your request.

 **Download the fillable form to your device, save, and email the completed form to info@langleycity.ca**

For Office Use Only

Request Number: _____ Date Received: _____

FOI Head/Coordinator: _____ Signature: _____