CITY OF DELTA

REQUEST FOR ACCESS TO RECORDS

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

YOUR CONTACT INFORMATION			
Last Name	First Name	Middle Name	☐ Mr. ☐ Mrs. ☐ Miss ☐ Ms ☐ Other _____
Street, Apt.#, PO Box, RR No.	City/Town	Prov./Terr.	Postal Code
Day phone ( )	Cell Phone No. ( )	Email Address	

DETAILS OF REQUESTED INFORMATION	
Please specify the name of the department or program area responsible for the records you are requesting.	Please specify any Ref# or File#, if known.

Information requested (please describe the records you are requesting). Be as specific as possible, as this will assist the request process. Attach a separate sheet if the space below is not sufficient.

Preferred Method of Access to Records	**Your signature**	**Date signed: YY/MM/DD**
☐ Book appointment to view originals ☐ Receive copies		

Personal information is collected by the City of Delta under the authority of Section 26(c) of the *Freedom of Information and Protection of Privacy Act* (FIPPA) and will be used for the purpose of responding to your request application with the City of Delta, Legislative Services. Should you have any questions or about the collection of this personal information please contact one of the following options:

Staff Name/Title: Jing Fernandez, Manager, Records, Info & Privacy Department/Division: Legislative Services Email address: FOI@delta.ca Phone: 604-946-3220 Mail or in-person: City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2	or contact the City Clerk at:	Laurie Darcus, Interim Corporate Officer/FOI Head Department/Division: Legislative Services Email address: FOI@delta.ca Phone: 604-946-3220 Mail or in-person: City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2

In accordance with the Delta Freedom of Information and Protection of Privacy Bylaw No. 8408, 2024, access to records requests require a non-refundable application fee of $10 to be submitted with each request for non-personal information. The application fee does not apply to a request for an applicant's own personal information. Payment may be sent by mail or made in-person by cash, cheque, or money order payable to the City of Delta, and addressed to the Legislative Services department.

Deliver to: Legislative Services

Address: 4500 Clarence Taylor Cres
Delta, BC V4K 3E2
Fax: (604) 946-3390
Email: FOI@delta.ca