



Request for Access to Records Freedom of Information & Protection of Privacy

Please email this request to corporateservicesdept@rdek.bc.ca

The Act allows 30 business days for us to respond your request, although we will make every effort to respond sooner when possible.

1) Information About You			
Last Name		First Name	
Organization / Business Name			
Mailing Address (Street, City, Province, Postal Code)			
Day Phone No.	Alternate Phone No.	Email Address	
2) Request Details			
Provide a detailed description of the records you are seeking and please be as specific as possible. This will assist in processing the request.			
Are you requesting access to another person's personal information? If yes, please attach as appropriate: a) That person's signed consent of disclosure, or b) Proof of authority to act on that person's behalf			Yes No
Preferred Method of Access:	Email (PDF)	Receive by Mail	Pick Up Copy
Your Signature		Date Signed	

Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to your request. For questions or additional information, contact the Corporate Officer at 250-489-2791.