



St. Thomas  
Police Service  
45 Caso Crossing  
St. Thomas, ON  
519-631-1224

## Access/Correction Request Freedom of Information and Protection of Privacy

- Access to General Records  
 Access to own Personal Information  
 Correction of own Personal Information

**A \$5.00 application fee must accompany all requests. The processing of this request will not begin until this fee has been received.**

Last Name	First Name	Middle Name	Date of Birth (YYYY-MM-DD)
Address (Street/Apt. No.)		City & Province	Postal Code
Telephone No.	Email Address		Preferred method of access to records Mail                      Email
Last Name Appearing on Records <input type="checkbox"/> Same as above, or:			

### Details of Request

Please provide detailed description of the requested records ie. report, be very specific. Please list any additional information which would assist us in locating the requested material. Please describe incident, who was involved, officers attending, incident number, etc

Type of Incident: \_\_\_\_\_ Date of occurrence(s): \_\_\_\_\_  
(Assault, Domestic, Neighbour, Landlord/tenant, custody dispute, etc.)

Address of Occurrence: \_\_\_\_\_

**FOR THIRD PARTY PROCEDURES – The record(s) you are requesting may contain the personal information of 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 STPS with the written consent of the third party.**

NOTE: If you are requesting a correction of personal information, please indicate the desired correction and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Signature:	Date
	Day                      Month                      Year
<b>FOR POLICE USE ONLY</b>	
Identification Produced:	Employee ID # & Initials:

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1989 and will be used to disclose personal information only to the person or agency so designated by the written consent of the applicant. Questions about this collection should be directed to the Freedom of Information Business Office, St. Thomas Police Service, 45 CASO Crossing, St. Thomas, Ontario, N5R 0G7, (519) 631-1224.