



ASSESSMENT REVIEW BOARD (ARB) FOIP REQUEST TO ACCESS INFORMATION



Send Request to:

or

Deliver Request to:

FOIP Coordinator
Assessment Review Board #222
PO Box 2100, Postal Station M
Calgary, AB T2P 2M5

Assessment Review Board
FOIP Coordinator
4th Floor, 1212 - 31 AVE NE
Calgary, AB T2E 7S8

Personal information on this form is collected under Alberta's Freedom of Information and Protection of Privacy Act, Section 7, and will be used to respond to your request. For more information, contact the ARB FOIP Office at 403-268-5858 or email FOIP@calgaryARB.ca

Last Name	First Name	Name of Company or Organization (if applicable)	
Mailing Address			
City or Town		Province	Postal Code
Telephone (Daytime) ()	Telephone (Cell) ()	Fax Number ()	Email Address

1. What kind of information are you requesting access to?

GENERAL INFORMATION *(Initial fee of \$25. See reverse for explanation and payment options.)*

PERSONAL INFORMATION ABOUT YOURSELF *(No initial fee is required for personal information.)*

PERSONAL INFORMATION ABOUT ANOTHER *(Please attach proof that you can legally act for that person.)*

2. Do you want to:

RECEIVE A COPY OF THE RECORD? EXAMINE THE RECORD IN PERSON?

In which format? PAPER or CD

3. If your personal information is requested, please provide full given names and all previous names and applicable identifiers:

4. If personal information about another is requested, please provide his/her full given names and any previous names and applicable identifiers:

1. What records do you want to access? Please give as much detail as possible. If you need more space, please attach a separate sheet of paper.

2. What is the time period of the records? Please give specific dates.

Signature	Date YYYY MM DD
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For ARB FOIP Office use only

Date Received YYYY MM DD	Request Number	Request Due Date YYYY MM DD
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General Instructions for FOIP Requests

Written Permission of the FOIP Applicant is required to:

- Provide the requested information to a third party;
- Discuss a FOIP request with another person, including the spouse of an applicant; and
- Release the name of a FOIP applicant.

Fees for FOIP Requests

There is an initial fee of \$25.00 that must be paid before a request for general information will be processed. General information is recorded information held by the Assessment Review Board that is **not** about an identifiable individual.

There is no initial fee for a request for personal information about yourself or about someone for whom you are authorized to act. Personal information is recorded information about an identifiable individual. If you are requesting personal information about an individual that you are not authorized to act for, an initial fee of \$25.00 must be paid before the request is processed.

There can be additional fees charged. A fee estimate and explanation is always provided to an applicant prior to proceeding with the request.

To keep the cost of providing information as low as possible, the Assessment Review Board can provide the information on a CD.

Payment Options for FOIP Request Fees

Fees can be paid:

1. In cash;
2. By cheque or money order made payable to the Assessment Review Board; or
3. By debit card.

Cheque or money order payments can be mailed to the address on the front of this form and should accompany a request. Cash and debit payments can be made in person at 4th floor 1212 - 31 AV NE.