



**The Corporation of the District of Oak Bay**  
 Freedom of Information and Protection of Privacy  
 REQUEST FOR ACCESS TO RECORDS

FOI File Number:
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APPLICANT'S INFORMATION			
Last Name:	First Name:	Company Name (if applicable):	
Address:	City/Town:	Province:	Postal Code:
Daytime Phone Number:	Alternate Phone Number:	Email Address (optional):	

DETAILS OF RECORDS REQUESTED		
Name of Department(s) to which you are directing your request:	Time period of the records:	
	From: (mm/dd/yyyy)	To: (mm/dd/yyyy)

DESCRIPTION OF RECORDS (PLEASE BE AS SPECIFIC AS POSSIBLE)

Please specify any reference or file name if known:

Are you requesting access to personal information <b>OR</b> Access to another person's personal information by authorized party (Please attach appropriate signed consent for disclosure or proof of authority)	Preferred method of access to records: Receive a copy <b>OR</b> Examine original
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SIGNATURE	
Signature of Applicant:	Date signed:

This information is collected for administrative and/or operational functions of the District of Oak Bay as authorized by the *Local Government Act*. It has been collected, and will be used and maintained, in accordance with the *Freedom of Information and Protection of Privacy Act*. Please contact Corporate Services if you have any questions at 250-598-3311.

**You may make a request for access to records without using this form, provided you do so in writing.**

Once completed, please submit to:

Corporate Services  
 District of Oak Bay  
 2167 Oak Bay Avenue  
 Victoria BC V8R 1G2  
 E: [foi@oakbay.ca](mailto:foi@oakbay.ca)

Questions: Please call 250-598-3311 or email [foi@oakbay.ca](mailto:foi@oakbay.ca)