

Access to Information Request Form**Contact Information:**

First Name:	Middle Name:	Last Name:
Mailing Address:		
City/Town/Village:	Province:	Postal Code:
Telephone Number:	Email Address:	

Request Information:**1. Request type:**

- ☐ General Information (Initial fee required; payment can be made [online](#)).
- ☐ Personal Information (No initial fee).
- ☐ Personal Information on behalf of someone else (No initial fee; attach authorization).

2. Please select your preference:

- ☐ Receive a copy of the record OR ☐ Examine the record.

3. To which public body are you making your access to information requests?

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Request Details:

1. What records do you want to access, including specific departments? Please keep your request simple, clear, and focused. You may attach additional documents to describe your request.

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2. What is the time frame of the records? Please be specific.

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Signature

Date

Please send to: Information, Privacy and Records Management Office, University of Alberta, 7-20 University Terrace, 8303 - 112 Street NW, Edmonton, Alberta, T6G 1K4 or privacy@ualberta.ca.

Personal information provided is collected in accordance with Section 4(c) of the Alberta *Protection of Privacy Act* (POPA) and will be protected in accordance with section 10 of the Act, and used and disclosed in accordance with sections 12 and 13 of the Act. It will be used and disclosed for the purpose of processing your ATIA request. The University of Alberta uses automated systems to generate content and to make decisions, recommendations, and predictions. The personal information collected may be included in these automated systems. Should you require further information about collection, use and disclosure of personal information, please contact the Information, Privacy and Records Management Office at privacy@ualberta.ca.