

Request to Correct Personal Information Form**Contact Information:**

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

Request Information:

1. Whose personal information do you want to correct?
☐ Your own personal information.
☐ Another individual's personal information (please attach proof that you can legally act for the individual).
2. To which public body are you making your request for correction of personal information?

Request Details:

1. What personal information needs to be corrected? Please provide enough detail of the error or omission in the personal information.
2. What correction or omission would you like to request? Please attach any documents that support your request for correction of personal information.

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.