



Circle of Care – Quality Department

4211 Yonge Street., Suite 401
Toronto, Ontario, Canada M2P 2A9

Request Form

Under the *Freedom of Information and Protection of Privacy Act* please note a \$5 application fee is required for all requests, additional costs may also occur an estimate can be provided upon request.

Request for:

- Access to Client Records
- Correction to Client Personal Information
- For Self
- For Others

Note: If you are requesting personal information for others, please indicate and if appropriate, attach any supporting documentation. If you cannot provide with appropriate supporting documentation, personal information will not be disclosed.

- Supporting Documentation As Required

If request is for access to or correction of own personal information,

Name appearing on records:

- Same as below, or
- As stated here:

- Mr. Mrs. Ms. Miss

First Name:

Last Name:

Address: (Street/Apt. No./P.O. Box/R.R. No.)

City/Town:

Postal Code:

Telephone Number (Day):

Telephone Number (Evening):

Email:

Detailed description of requested records, timeframe, personal information or personal information to be corrected.

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 ask that a statement of disagreement be attached to your personal information.

Signature:

Date:

For Office Use Only

Date Received:

Request File No:

Release of Information Fee Schedule

Fee estimate

A fee estimate is a detailed statement of the fee the requester will be required to pay. A fee estimate is required where the fee is \$25 or more.

Where the fee is over \$25 and under \$100, the fee estimate is based on the actual work done by the institution to respond to the request.

Where the fee is \$100 or more, the fee estimate may be based on a review of a representative sample of the records and/or the advice of knowledgeable institution staff that are familiar with the type and content of the records.

Deposit

A deposit is a payment of 50 per cent of the fee, if the fee is \$100 or more.

Fee Schedule

A \$5.00 mandatory application fee must accompany a request for either personal information or general records under FIPPA/MFIPPA.

Requestor/Request Type - Description	Fee
For making/providing photocopies or computer printouts of a record	0.25¢/page after first 20 pages
For making/providing a Floppy Disk or CD containing a copy of a record stored in electronic format	\$10.00
For searching and/or preparing longer than initial 15 minutes	\$7.50/15 minutes or less
Off-site chart retrieval	\$25.00 - Surcharge (non-urgent request)
Supervising an individual examination of original records	\$6.75 for every 15 minutes
Courier Fees	As determined by courier service

Resources <https://www.ontario.ca/document/freedom-information-and-privacy-manual/fees>
