



ACCESS/CORRECTION REQUEST FORM

Application Fee: An application fee of **\$5.00** is to accompany all requests for information and/or corrections under the *Freedom of Information and Protection of Privacy Act*. Please make cheque/money order payable to CAMH. Please forward the completed request to:

Information and Privacy Office, CAMH, 100 Stokes St., Toronto, Ontario, M6J 1H4

Please include a copy of a signed form of identification with any request for your own personal information.

Request for (check one box below):

- Access to General Records** **CAMH Site:** _____
- Access to Own Personal Information** **Dept. or Program Area:** _____
- Correction of Own Personal Information** **Other Institution (if applicable):** _____

Last Name: _____ **First Name:** _____ **Initial:** _____

Daytime Telephone #: _____ **Evening/Cell #:** _____

Address: _____ **Suite/Apt. #:** _____

City/Town: _____ **Province:** _____ **Postal Code:** _____

Provide a detailed description of the requested general or personal information records or personal information to be corrected. (If you are requesting a correction of personal information, please indicate the desired correction and attach any supporting documentation).

Preferred method of access: Examine Original **OR** Receive Copy

Signature of Applicant: _____ **Date:** _____
Day Month Year

OFFICE USE ONLY	
Date Request Received: _____	Date Application Fee Received: _____
Due Date: _____	Request #: _____

The Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act. The information will be used for the purpose of responding to your request. Questions about this collection should be directed to the Information and Privacy Officer, Information Management Group, 100 Stokes St, Toronto, Ontario, M6J 1H4 or by phone at 416 535-8501, x 33314.

SUMMARY OF FEES

FEES FOR REQUESTS FOR PERSONAL INFORMATION

A request for your own information is considered to be a “personal information request”.
The following fees apply.

ITEM	FEE	COMMENTS
Application Fee	\$5.00	To be paid when you submit your request. Application fee is mandatory and not subject to a fee waiver.
Photocopying	20 cents per page	Requester will be provided the option of viewing originals on-site and selecting records to be copied.
Computer Programming	\$15.00 per ¼ hour	If needed to develop a computer program to retrieve information.
Disks/CDs	\$10.00 each	

FEES FOR REQUESTS FOR GENERAL INFORMATION

ITEM	FEE	COMMENTS
Application Fee	\$5.00	To be paid when you submit your request. Application fee is mandatory and not subject to a fee waiver.
Search Time	\$7.50 per ¼ hour	Time required to search for and retrieve records.
Record preparation (i.e. severing)	\$7.50 per ¼ hour	Required to prepare records for release.
Photocopying	20 cents per page	Requester will be provided the option of viewing originals on-site and selecting records to be copied.
Disks/CDs	\$10.00 each	

NOTES:

The time for processing access requests is 30 days. A time extension, however, may be applied where necessary.

Payments by cash (in person only) or cheque are accepted. Please make cheques and money orders out to CAMH.

Please do not mail cash.