



TOWN OF VIEW ROYAL
45 VIEW ROYAL AVENUE
VICTORIA, BC V9B 1A6
250.479.6800
foi@viewroyal.ca

OFFICE USE ONLY	
REQUEST #:	REQUIRED BY:

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY REQUEST FOR ACCESS TO RECORDS

NAME OF PUBLIC BODY TO WHICH YOU ARE DIRECTING YOUR REQUEST				
TOWN OF VIEW ROYAL				
CONTACT INFORMATION				
LAST NAME		FIRST NAME		MIDDLE NAME
STREET, APARTMENT NO., P.O. BOX NO.		CITY/TOWN	PROVINCE	POSTAL CODE
PHONE				
EMAIL				
DETAILS OF REQUESTED INFORMATION				
PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT				
PLEASE SPECIFY A DATE RANGE OF RECORDS			PLEASE SPECIFY ANY REFERENCE/FILE NUMBER(S)	
ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? ☐ YES* ☐ NO (*IF YES, PLEASE ATTACH, AS APPROPRIATE: a) THAT PERSON'S SIGNED CONSENT FOR DISCLOSURE, OR b) PROOF OF AUTHORITY TO ACT ON THAT PERSON'S BEHALF)				
METHOD OF ACCESS TO RECORDS ☐ EXAMINE ORIGINAL ☐ RECEIVE COPY: ☐ ELECTRONIC ☐ PAPER		SIGNATURE		DATE SIGNED

Please submit the completed form to foi@viewroyal.ca or 45 View Royal Avenue, Victoria BC, V9B 1A6.

This information is collected by the Town of View Royal under the authority of Section 26 of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to your request for records. If you have any questions about the collection or use of this information, please contact the FOI Coordinator at foi@viewroyal.ca, 250-479-6800, 45 View Royal Avenue, Victoria, BC, V9B 1A6.