THE MUNICIPALITY OF
LAMBTON SHORES

Corporate Services
9577 Port Franks Road, R.R. #1
Thedford, ON N0M 2N0
T: 519-243-1400 / 1-866-943-1400
www.lambtonshores.ca

Municipal Freedom of Information and Protection of Privacy Act Request Form

Each separate request must be accompanied with the $5.00 application fee. Cheques or money order should be made payable to Lambton Shores.

Request for
☐ Access to General Records   ☐ Access to Own Personal Information   ☐ Correction to Own Personal Information

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

☐ Name appearing on the records is the same as person requesting records (below); OR

☐ Other (specify): [   ]

Preferred method of access to records: ☐ Examine original   ☐ Receive copy

If you are requesting access to, or correction of, your own personal information, please identify the personal information bank or record containing the personal information below, if known.
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 require that a statement of disagreement be attached to your personal information.

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

[   ]

Personal information contained on this form is collected pursuant to Municipal Freedom of Information and Protection of Privacy legislation and will be used for the purpose of responding to your request. Questions should be directed to the Municipal Clerk, Municipality of Lambton Shores, 7883 Amtelecom Parkway, Forest, ON N0N 1J0 or at 519-243-1400, extension 8414.

Name of person requesting record(s)	Daytime telephone	Evening telephone

Address	E-Mail Address

Submit completed and signed request to:
    Municipal Clerk
    Municipality of Lambton Shores
    9577 Port Franks Rd.
    Thedford, ON N0M 2N0

Today's date	Signature of person requesting record(s)

For municipal use only

Date received	Comments
Request number	

[Save Form] [Print Form] [Clear Form]