



Personal information on this form is collected under Alberta's *Freedom of Information and Protection of Privacy Act (FOIP Act), section 33(c)* and will be used to respond to your request. See instructions for completing form.

### About you

Last Name	First Name	Name of Company (if applicable)		
Mailing Address	Street	City/Town/Village	Province	Postal Code
Telephone Number		E-mail Address		

### 1. What kind of information do you want to access?

### About your request

- General information *(an initial fee\* of \$25 is required – see instructions for explanation of fees)*
- Your own personal information *(no initial fee is required for personal information)*

2. Public body for this request: **SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY (SAIT)**

3. Do you want to:  Receive a hard copy (paper)  Receive an electronic copy  Examine record

### About the information you want to access

1. What records do you want to access? Provide as much detail as possible. *(To access to your own personal information, please provide all your previous names. For another person's information, you must attach proof that you can legally act for that person. Attach extra sheet of paper if more space required.)*

2. What is the time period of the records? Please give specific dates. *(See instructions for details.)*

### Your signature

Signature	Date
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### Where to send your request

Send this completed request form including an initial fee (if applicable) to **SAIT, Attention: FOIP Coordinator, 1301-16 Avenue NW, Calgary, Alberta, Canada, T2M 0L4** or e-mail your form to [foip.coordinator@sait.ca](mailto:foip.coordinator@sait.ca) and send the initial fee (if applicable) by regular mail. Please note that the FOIP Act allows a public body (SAIT) with a maximum of 30 days to respond and provides that a public body may extend this time limit under limited circumstances.

FOR OFFICE USE ONLY	
Date Received	Request Number

# Request to Access Information

## Instructions

You can access many public body records without making a request under the *Freedom of Information and Protection of Privacy Act* (the *FOIP Act*). To determine whether you need to make a request under the Act or if you need help completing the form, please contact the SAIT FOIP Coordinator.

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### About you

In this part of the form enter:

- your last name, first name and preferred title, if any;
- the name of the company or organization you are representing, if applicable;
- your complete mailing address, preferred telephone number and an e-mail address so that the public body can contact you about the request and where correspondence may be sent.

### About your request

If you need help to find out what records a public body has, please e-mail: [FOIP.Coordinator@sait.ca](mailto:FOIP.Coordinator@sait.ca)

#### 1. What kind of information do you want to access?

Check **general** or **personal** information.

**General information** is information other than personal information (see below). For example, it would include information about a third party.

**Do not include your credit card information in the mail or fax.**

- There is an initial fee of \$25.00.
  - For a request to a government department, make the cheque payable to SAIT or Southern Alberta Institute of Technology.
- The public body provides you with an estimated cost before processing begins.
- If the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit.
- The records are provided when the fee is paid in full.

**Personal information** is your own personal information or the personal information of an individual you are entitled to represent.

- You must provide proof of your identity before records containing your personal information are released to you.
- If you are requesting records for another person, you must provide proof that you have authority to act for that person (e.g. guardianship or trusteeship order, power of attorney).
- There is no initial fee for accessing your own personal information.
- If the cost of photocopying is more than \$10, you will be notified of the fee.

**Continuing request:** This is a single request that is processed more than once at predetermined time intervals over a period of up to 2 years.

- Contact the FOIP Coordinator of the public body if you are making a continuing request.
  - The initial fee is \$50.00.
  - You must pay any additional costs as the information becomes available.
2. **To which public body are you making your request?**  
Enter the name of the public body that you believe has the records that you are requesting.
  3. **Do you want to receive a copy of the record OR examine the record?** Check the appropriate box indicating whether you want to receive a copy of the record *or* examine the record.

### About the information you want to access

#### 1. What records do you want to access?

- Be as specific as possible in describing the records.
- If you need more space, continue your description on a separate sheet of paper and include it with the form.

**If requesting your own personal information, give:**

- your full name;
- any other names that you have previously used; and
- any identifying number that relates to the records, such as your employee number or case number.

**If requesting another person's information, give:**

- the person's full name;
- any other name that person may have used on the records; and
- any identifying numbers for the person, if known.

**If you are requesting records for another person, you will have to provide proof that you have authority to act for that person.**

2. **What is the time period of the records?** Enter the specific dates or date ranges of the records you want to access.

**Your signature** Sign and date the form.

### Where to send your request

Send your completed form and initial fee\* (if applicable) to:

Southern Alberta Institute of Technology (SAIT)  
Attention: FOIP Coordinator  
1301 - 16 Avenue NW  
Calgary, Alberta T2M 0L4

\*For a general information request, please make the cheque payable to SAIT or Southern Alberta Institute of Technology.