

Form 1
Application for Access to a Record
Province of Nova Scotia
Freedom of Information and Protection of Privacy Act
Subsection 6(1)

TO: _____ *(Address to the Deputy Minister or*
_____*Senior Administrative Officer of the*
_____*public body where the record is filed*
_____*or deposited.)*

1. This is an application pursuant to the Freedom of Information and Protection of Privacy Act for access to (check one):

- _____ (a) applicant's own personal information; or
- _____ (b) other information; or
- _____ (c) both applicant's own personal information and other information.

2. I am applying for access to the following record:

(Below, identify the material applied for precisely by including such particulars as the specific event or action to which it refers, the date of the record or the date or period to which it relates, the type of record (document, report, letter et cetera), names of department personnel who prepared or may have knowledge of the information, or citations to newspapers or publications which are known to have referred to the record.)

3. I wish to (check one):

- _____ (a) examine the record; or
- _____ (b) receive a copy of the record.

4. I understand that a cheque, money order, or certified cheque in the amount of \$5 made payable to TCRCE should accompany the application and that I may be required to pay an additional fee before obtaining access to the record.

5. Date: _____

Signature of Applicant: _____

Print Full Name of Applicant: _____

Mailing Address of Applicant: _____

(Street/Apartment No./R.R. No.)

(Community/County)

(Postal Code)

Telephone Numbers of Applicant: _____

(Residence) / (Business)

Fax Number of Applicant: _____

Request to Waive Fees

I hereby request to be excused from paying fees related to the above application because:

(a) I cannot afford to pay fees; or

(b) *(specify any other reason)* _____

For office use only:

Date Received _____

Application No. _____