

## Legal Services

**FIPPA REQUEST FORM****Please Note: A \$5.00 application fee is required for all requests.****Request for:****Name of Institution request made to:**

- Access to General Records
- Access to Own Personal Information
- Correction to Own Personal Information

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

Last name appearing on records: same as below, or \_\_\_\_\_

**Mr. Mrs. Ms. Miss****Last Name:** \_\_\_\_\_**First Name:** \_\_\_\_\_**Middle Name:** \_\_\_\_\_**Address:** \_\_\_\_\_**City/Town:** \_\_\_\_\_**Province:** \_\_\_\_\_**Postal Code:** \_\_\_\_\_**Phone Number (day):** \_\_\_\_\_**Email Address:** \_\_\_\_\_

**Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person information, if known.)**

Note: 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.

Preferred method of access to records:  Examine Original  Receive Copy**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_**For Institution Use Only:**

Date Received: \_\_\_\_\_

Request Number: \_\_\_\_\_

Comments: \_\_\_\_\_

**Submit Form To:** Insurance, Risk Management & FIPPA Officer - Julie Laforet (jlaforet@uwindsor.ca) 401 Sunset Avenue, Windsor, ON N9B 3P4. If you have any questions while completing the form, please contact Julie at ext. 2080