

Request for Access to Information by the Public



Clarington Public Library

Experience Community

Name:

Email address:

Address:

City/province:

Home phone:

Postal code:

Work phone:

If this request is made on behalf of police services, please provide Badge/ID # and Occurrence #:

Request for:

- Access to general records
- Personal information
- Access own personal information (please attach supporting documents for any change requests).

Other (please specify):

Preferred Access:

- Review original/digital documents
- Receive copy
- Request original (original records are only released upon receipt of a subpoena; copy of file/record must be retained by the Library).

Please provide a detailed description of the requested records, personal information, or changes requested:

Please provide the reason for this request:

Name of requestor:			
Signature of requestor:		Date:	
Signature of staff releasing information:		Date:	

Clarington Public Library – Branch Locations:

Bowmanville Branch 163 Church St, Bowmanville, ON L1C 1T7 Phone: 905-623-7322 Fax: 905-623-8608	Courtice Branch 2950 Courtice Rd., Courtice, ON L1E 2H8 Phone: 905-404-0707	Newcastle Branch 150 King Ave. E., Newcastle, ON L1B 1L5 Phone: 905-987-4844	Orono Branch 127 Church St., Orono, ON L0B 1M0 Phone: 905-983-5507
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Information will be provided in accordance to the provisions of Municipal Freedom of Information and Protection of Privacy Act. Personal information on this form is being collected by the Clarington Public Library under the authority of the Public Libraries Act for the purpose of service planning. Questions about this collection may be directed to the Library's Freedom of Information and Privacy Coordinator, 163 Church Street, Bowmanville ON L1C 1T7, 905-623-7322 x2704.