



REQUEST FOR ACCESS TO RECORDS

Under the Freedom of Information and Protection of Privacy Act

1. This form must be completed in full.
2. If you are requesting information about yourself, we require a copy of government-issued identification (e.g. driver's licence).
3. Effective January 1, 2022 a non-refundable application fee of \$10 is required for all general FOI requests. Your request will not be processed until payment is received. Upon receipt of your request, you will receive a letter of acknowledgement with an invoice and instructions on how to proceed with fee payment.
4. There are no fees for making an FOI request for your own personal information or for someone you have proof of authority or signed consent for disclosure.
5. Under the *Freedom of Information and Protection of Privacy Act*, we have 30 business days (not including weekends and holidays) to respond to your request. We process requests in the order received.
6. You may make a request for records by mail or email as follows:
 - a. Mail: Attention: Manager, Information and Privacy, Surrey Police Service, 13450 104 Avenue, Surrey, BC V3T 1V8
 - b. Email: Attention: Manager, Information and Privacy, Surrey Police Service, FOI@surreypolice.ca (preferred)

NAME			
LAST NAME	FIRST NAME	MIDDLE NAME	
COMPANY NAME (if applicable)			
HAVE YOU EVER GONE BY ANOTHER NAME, IF SO, WHAT WAS THAT NAME?			
ADDRESS			
APARTMENT NO., P.O.BOX, STREET ADDRESS	CITY/TOWN	PROVINCE/COUNTRY	POSTAL CODE
TELEPHONE NUMBER(S)			
DAYTIME PHONE NO.	ALTERNATE NO.		
DETAILS OF REQUESTED INFORMATION			
DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS DETAILED AND SPECIFIC AS POSSIBLE TO ASSIST WITH LOCATING THE RECORDS AND PROCESSING YOUR REQUEST. IF MORE SPACE IS REQUIRED, ATTACH A SEPARATE SHEET.			
ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? NO <input type="checkbox"/> YES <input type="checkbox"/> If yes, attach: (a) That person's signed consent for disclosure with a copy of their government issued photo ID; or (b) Proof of authority to act on that person's behalf (e.g. Power of Attorney).			
SIGNATURE			
SIGNATURE	DATE		