Hôpital Montfort
Access to Information and Privacy Protection Office

713 Montreal Road, OOD135
Ottawa, Ontario K1K 0T2
(613) 748-4949 telephone
hopitalmontfort.com

Request Form

under *the Freedom of Information and Protection of Privacy Act*
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	Hôpital Montfort 713 Montreal Road Ottawa, Ontario K1K 0T2

Requestor Information

□ Mr. □ Mrs. □ Ms. Last Name : _____

First Name : _____ Middle Name : _____

Address : (Street, Apt. No/P.O. Box//R.R No.) City/Town : _____

_____

Province : _____ Postal Code : _____

Telephone Number (Day) : _____ Telephone Number (Evening): _____

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

Full name appearing on records: □ same as above, or: _____

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 personal information, if known. Please consult our website hopitalmontfort.com under Access to Information and Privacy Protection for further details. (i. e. Directory of Records or Personal Information Bank).

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Note: If you are requesting a correction of personal information, please indicate the desired correction, and attach any relevant supporting documentation. You will be notified if the correction is not made and you may request that a statement of disagreement be attached to your personal information.

Preferred method of access to records : □ Examine Original □ Receive Copy	Signature **:**	Date **:** (dd/mm/yyyy)
Disclosed documents are provided in their original written language.		

Personal Information contained on this form is collected pursuant to the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of responding to your request. Questions should be directed to the Access to Information and Privacy Protection Coordinator at (613) 746-4621, ext. 2909.

For Institution Use Only		
Date Received :	Request Number :	Comments :