

ACCESS TO INFORMATION

Frequently Asked Questions

I made a complaint and would like a copy of the file. How can I get that?

If you require information from a police file, you may only receive information that pertains to yourself. You may have the file number, date(s) reported and the name of the investigating member(s) only.

If you would like a broad search, you can submit a Personal Information Request Form (TBS/CTC 350-58) under the Privacy Act free of charge.

If you require more information from a police file that may or may not apply to you, you can submit a request under the Access to Information and Privacy Act (ATIP) with TBC/CTC 350-57, Access To Information Request Form. There is a \$5.00 fee that must accompany the application to Ottawa, where it will be processed. Any information that you are legally entitled to receive will be provided to you in writing from ATIP.

How do I submit my applications?

These forms are completed by the requestor and sent directly to Ottawa. Police files are then requests by analysts in Ottawa, where they vet the information and provide the information they deem appropriate under the Acts to the applicant.

Where do I get the application forms?

You can print the forms off from the website at <http://www.tbs-sct.gc.ca/tbsf-fsct/350-57-eng.asp>.

Where can I find additional information about Access to Information?

<http://www.tbs-sct.gc.ca/atip-airpr/index-eng.asp>



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Questions?

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