

Please complete this form in full and submit it along with the \$5.00 application fee, required under the *Freedom of Information and Protection of Privacy Act*, payable to Skilled Trades Ontario, to: FOI Office, Skilled Trades Ontario, 201 City Centre Drive, 6th floor, Mississauga ON L5B 2T4.

Type of Request (please check one)		
<input type="checkbox"/> Access to general records (non-personal information) <input type="checkbox"/> Access to own personal information <input type="checkbox"/> Access to other's personal information by authorized party		
Requester's Information		
First Name	Last Name	Middle Initial
Street No.	Street Name	Suite/Apt./Unit No.
City/Town	Province	Postal Code
Telephone No.	Alternate No.	Email Address
Description of Records Requested (please be as specific as possible):		
Which department has the records you are requesting, if you know it:		What are the dates of the records you are requesting, if applicable (use date format yyyy-mm-dd):
Preferred method of access to records: <input type="checkbox"/> Receive copy <input type="checkbox"/> Examine original (on site only)	Signature:	Date:
INSTITUTION USE ONLY		
Date received (yyyy/mm/dd)	Request no.	Comments
Personal information contained on this form is collected pursuant to the <i>Freedom of Information and Protection of Privacy Act</i> and will be used only for the purpose of responding to this request. Questions about the collection of personal information should be directed to the FOI Office at Skilled Trades Ontario, 6 th floor, 201 City Centre Drive, Mississauga ON L5B 2T4, Phone: (647) 847-3002.		