

Freedom of information request form

To make a Freedom of Information (FOI) request to Legal Aid Ontario (LAO) under the *Freedom of Information and Protection of Privacy Act* (FIPPA), complete this form and drop it off, or mail it, along with the \$5.00 application fee (if required) to:

LAO Freedom of Information Coordinator
Legal Aid Ontario
40 Dundas St. West, Suite 200
Toronto, ON M5G 2H1

LAO will only accept FOI / FIPPA requests if received by regular mail or dropped off in person at the Provincial Office. LAO will not respond to requests via telephone or email.

LAO will mail you a decision within 30 days of receiving this request, unless an extension is sought. Please note that confidential client information is generally exempt from disclosure to third parties under the *Legal Aid Services Act* (1998).

If you have any questions about making a FOI request, please contact the LAO FIPPA coordinator:
fippa@lao.on.ca.

1. Type of request

Request for:	Access to general records	\$5.00 required
	Access to your own personal information (You can provide a third party with written authorization to obtain this information on your behalf)	(No fee)
	Correction to your personal information	(No fee)

2. Requester information

Name:

(First / last)

Contact information:

Address:

City / town:

Province:

Postal code:

Phone:

Email:

If you are requesting records for yourself or on behalf of a client please provide the following:

LAO client number:

Client date of birth:

(YYYY-MM-DD)

3. Request details

Request for general records

Provide a detailed description of the records you are requesting:

Time period of request

From:

(YYYY-MM-DD)

To:

(YYYY-MM-DD)

Method of access

Receive an electronic copy

Receive a print copy

Examine original (on LAO premises only)

Request involving personal information

Provide details about the personal information you are requesting either for yourself or for a third party you are authorized to represent.

If you are requesting a correction to your personal information, please indicate the desired correction(s), and if appropriate, provide copies of any supporting documents along with this application.

You will be notified if the correction is not made.

You may request that a statement of disagreement be attached to your personal information.

4. Application fee

According to Legal Aid Ontario policies, existing legal aid clients can access their own personal information **without** paying the application fee of \$5.00.

If you are requesting access to general records (rather than your own personal information), LAO will consider your request under the *Freedom of Information and Protection of Privacy Act* (FIPPA) and will require a \$5.00 application fee for processing, payable to **Legal Aid Ontario** via cheque or money order.

Depending on your request, additional processing fees may be required. We will send you a fee estimate if your processing fees will be more than \$25. When processing fees are over \$100, we may require a deposit.

\$5.00 application fee is...

Cheque

Money order

Not applicable (my request is for my own personal information or information on behalf of my client)

NOTE: Do not send cash with this form!

5. For Legal Aid Ontario use only

Date received:

(YYYY-MM-DD)

Received by:

Comments:

Personal Information 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. Please direct any questions about this process to LAO's Freedom of Information Coordinator.

Save form

Print form

Reset form