

Request for Information Form

Instructions

Personal information on this form is collected in accordance with New Brunswick's *Right to Information and Protection of Privacy Act* (RTIPPA). You can access many Commission records without making a request under the *Right to Information and Protection of Privacy Act*. The Commission makes much of our information available through our website, and printed documents. If you cannot find what you are looking for, contact the Commission's General Manager to inquire if the information you are seeking is readily available.

About You:

In this section of the form, please include:

- your last name, first name and preferred title, if any; the name of the company or organization you are representing, if applicable;
- your complete mailing address and daytime and evening telephone numbers such that the Commission can contact you about the request; and
- a fax number or e-mail address, if any, where correspondence may be sent.

About Your Request/Information You Wish to Access:

- Please check **what kind of information** you want to access.
- Indicate whether you would like to **receive a copy** of the record **or examine** the record in person.
- Be as specific as possible in describing the records i.e. time, place and event in order to identify the requested record(s). Feel free to add any additional information that you think may help with processing your request. If you need more space than provided, continue your description on a separate sheet of paper and attach it to the request form.

Fees:

- Please note: Fees may apply for specific searches or printing of information.

About Your Personal Information:

- There is no fee for accessing your own personal information.
- Please be sure to give your full name and any other names that you previously used and any identifying number that relates to the records in question.
- If you are requesting information on behalf of another person, please attach proof that you can legally act for that person. This authorization can be in the form of a signed letter, a Power of Attorney, or other legislated authorization. Please see section 79 for more details.

Where to Send Your Request:

- Be sure to sign, date and send your request to the General Manager of the Commission, as defined in Part 1 of RTIPPA.

About You:

Title	First name	Last name
Name of company or organization (<i>where applicable</i>)		
Mailing Address		
City or Town	Province	Postal Code
Home Telephone #	Work Telephone #	
E-mail		

About Your Request:

1. **What kind of information do you want to access?** Please check one.

- General Information
- My own personal information
- Information about another individual *(Please attach proof that you can legally act for that person. This authorization can be in the form of a signed letter, a Power of Attorney, or other legislated authorization. Please see section 79 for more details.)*

2. **Do you want to:** receive a hard copy of the record? receive an electronic copy of the record?

(Please check one) **OR** examine the record?

About the Information You Want to Access:

1. **What record do you want to access?** *(Please provide as much detail as possible – see instructions)*

2. **What is the time period of the records?** *(Please give specific dates. See instructions for details.)*

Your Signature:

Signature	Date
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Where to Send Your Request:

Greater Moncton Wastewater Commission
355 Hillsborough Rd
Riverview NB E1B 1S5

Or email a scanned copy of the completed and signed form to Information@transaqua.ca