

Request to Access Records Form

Details of Applicant		
Last Name	First Name	Middle Name
Street, Apartment No., P.O. Box, R.R. No.		City/Town
Province/Country		Postal Code
Day Phone Number:	Alternate Phone Number:	E-mail Address
<p>Are you requesting access to ANOTHER person's records? Yes No</p> <p>If the answer to the above is yes please attach to the document either:</p> <p style="padding-left: 40px;">a) That person's signed consent; or</p> <p style="padding-left: 40px;">b) Proof of authority to act on that person's behalf</p>		
Details of Requested Records		
<p>Request Type: General Information (no personal information) (attach \$25.00 general application fee)</p> <p style="padding-left: 40px;">Personal Information (no application fee required)</p> <p>Where Invest Alberta is authorized to charge additional processing fees, you will be contacted with an estimate of the necessary fees before your request is processed.</p>		
Preferred method of access to the record(s)	Examine Original	Receive Copy
<p>Requested Records</p> <p>Please describe the records you are requesting, being as SPECIFIC as possible as this will assist the request process. Please specify any reference or file number(s), if known, and the time period of the records. Attach a separate sheet if the space is not sufficient. If you want access to personal information, be sure to provide all previous names.</p>		
Applicants Signature:		

Personal information on this form is collected under Alberta's Freedom of Information and Protection of Privacy Act and will be used to respond to your request. If you have any questions regarding the collection of this information, contact the FOIP Coordinator at Invest Alberta, Suite 701, 10250-101 Street, Edmonton, Alberta, Canada T5J 3P4 or Suite 3230, 308 - 4th Avenue SW, Calgary, Alberta, Canada T2P 0H7 or foip@investalberta.ca