

Request to Correct Personal Information



Personal information on this form is collected under Alberta's *Protection of Privacy Act* and will be used to respond to your request. See instructions for completing this form.

Contact information

Last Name	Middle Name	First Name		
Mailing Address	Street	City/Town/Village	Province	Postal Code
Telephone Number (daytime) ()	Telephone Number (evening) ()	Company or Organization		
E-mail Address				

Request information

1. Whose information do you want to correct?

- Your own personal information
- Another person's information *(Please attach proof that you can legally act for the person.)*

2. To which department are you making your request? *(Please fill in the name of the department or service area that has the records you want corrected. If you don't know, then just fill in "County of Grande Prairie".)*

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Request details

3. What personal information needs to be corrected? *(Please give as much detail as possible. Be sure to give the complete name that is in the records if it is different from the name given above and/or any other personal information that requires correction. Use additional paper if needed)*

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4. What correction do you want to make and why? *(Please attach any documents that support your request.)*

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Your signature

Signature	Date
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Where to send your request

Send your completed request form to the Access & Privacy Officer at the County of Grande Prairie: AccessPrivacy@countypg.ab.ca or mail to the address in the letterhead footer below.

FOR OFFICE USE ONLY	
Date Received	Request Number
	Comments