

County of Grande Prairie No. 1

Access to Information Act Request - General



General information is information other than your own personal information. For example, it could include information about land. This form will be used to search County records and determine if the County of Grande Prairie No. 1 can provide you access to the information you have requested. Please be detailed and specific when filling out this form to enable our search to find County records that are responsive to your request.

Your Contact Information:

☐ Mr. ☐ Mrs. ☐ Ms.	Last Name	First Name	
Name of Company or Organization (if applicable)			
Mailing Address			
City or Town		Province	Postal Code
Primary Phone	Alternate Phone	E-mail Address	

Fees

The Province of Alberta has set the application fee of \$25 for this Access to Information Act request. Payment of the application fee is required to begin the search for records. If you are subsequently given an estimated processing fee which exceeds \$150 you will be required to pay a 50% deposit before the processing of the request will continue. Records are only provided when the applicable fee is paid in full. Choose your payment method:

- ☒ Call County administration 780-532-9722 and pay by credit card over the phone.
- ☐ Make Cheque payable to the County of Grande Prairie No. 1 and mail to: County of Grande Prairie No. 1, Records Management, 10001 84 Avenue, Clairmont, AB, T8X 5B2.
- ☐ Pay in person at the County Administration building.

Access to requested records: How would you like access to the information:

- ☒ Receive an electronic copy by emailed download link
- ☐ Receive a print copy by mail
- ☐ Examine the records at the County



About the General Information Requested

Please provide a detailed description of the record(s) you want access to.

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What is the time period of the record(s); please provide specific dates or a range of years.

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State the purpose for which the information will be used.

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Your Signature

Signature	Date
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County of Grande Prairie No. 1 Office use only:

Date Received	Inquiry Number
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The personal information on this form is collected under the *Protection of Privacy Act* Sec 4(c) and will be protected under Division 2 of that Act. Please forward any questions or concerns to the Privacy Officer at 10001 – 84 Avenue, Clairmont, AB T8X 5B2. Phone (780) 532-9722 or email: AccessPrivacy@countygp.ab.ca

