

An Act respecting Access to documents held by public bodies and the Protection of personal information

To be filled out by the Applicant

THE APPLICANT (complete the form in block letters)	
Last name :	First name :
<input type="checkbox"/> Mrs	_____
or	_____
<input type="checkbox"/> Mr	_____
Address (number, street, borough, city) :	Postal code:
Telephone (at home) :	Telephone (at work) :
Fax:	Email :
THE DOCUMENT APPLIED FOR	
(Title, author, subject, year, etc.) :	

_____ Signature _____ Date

- *This form, the use of which is optional, is made available to persons who wish to submit to a public body an application for access to an administrative document or to personal information.*
- *The information you supply in the section " The Applicant " will be treated confidentially and will be read solely by the persons authorized to process your application.*
- *If you have some difficulty identifying the document you are looking for, or if you wish to obtain information concerning the Act respecting Access to documents held by public bodies and the protection of personal information, you may contact the Borough Secretary's Office at (514) 765-7017.*
- *Your application must be sufficiently specific to allow a reply from the person in charge of the public body to which you are submitting the application.*
- *For instance, you can mention the title of the document you are looking for, the name of its author, or the subject dealt with.*
- *Once he or she has received this form or any other written request, the person in charge will send you an acknowledgment specifying the date you will be receiving a written reply to your application. The time period fixed by the Act for replying is 20 calendar days. In particular instances, this period may require 10 additional days. If need be, we will advise you in writing of this prolongation.*
- *Fees for photocopying and forwarding documents could be charged to you.*