

**How to submit:** Mail or deliver completed form with original signature to the Information and Privacy Office (University Secretariat), Parker Building Room L-1130, Laurentian University, 935 Ramsey Lake Road, Sudbury, Ontario, P3E 2C6. As a formal **request is not complete until the original form with signature and \$5.00 fee are received**, e-mails and faxes are not acceptable.

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction of Own Personal Information	Faculty(ies)/Department(s) holding requested record(s), if known:		
If request is for access to, or correction of, own personal information record(s): Last name appearing on record(s): <input type="checkbox"/> same as below                      or ►			
<b>Details:</b>			
Last Name	First Name	Middle Name	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss
Name of company or organization (if applicable)			
Address (Street/Apt. No./P.O. Box/R.R. No.)		City/Town	Province      Postal Code
E-mail Address	Telephone Number(s)		
	Day: (    )	Evening: (    )	
Detailed description of requested record(s) or record(s) to be corrected, including the time period of the search required, if known. FIPPA requires that a request provide sufficient detail to enable an experienced employee to identify the record(s) requested. Please attach additional pages if more space is required.			
<small>Note: If you are requesting access to, or correction of, your own personal information, please identify the record(s), if known. If you are requesting a correction of personal information, please indicate the desired correction and, if appropriate, attach any supporting documentation.</small>			
Preferred method of access to record(s): <input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy		Signature	Date
<b>For Institution Use Only</b>			
Date received (dd/mm/yyyy):	Request number:	Fee received: <input type="checkbox"/> Cheque or money order payable to "Laurentian University" <input type="checkbox"/> Cash: Receipt #: _____	

Personal information provided by you is collected pursuant to *The Laurentian University of Sudbury Act, 1960* and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Information and Privacy Coordinator, Information and Privacy Office (University Secretariat), Laurentian University, 935 Ramsey Lake Road, Sudbury, Ontario, P3E 2C6. Tel: (705) 675-1151.