

**Sunshine Coast Regional District**

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**REQUEST FOR ACCESS TO RECORDS UNDER THE  
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Personal information contained on this form is collected under the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of responding to your request. If you have any questions about the collection, use or disclosure of this information, please call 604-885-6800 and ask for the Information and Privacy Coordinator.

You may make a request for access to records without using this form, provided you do so in writing.

We will provide you with written confirmation of receipt of your request.

Submit your request via email to: [legislative@scrd.ca](mailto:legislative@scrd.ca)

Or deliver your request to:

Information and Privacy Coordinator  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt BC V7Z 0A8

Your Name:	Your Telephone Number(s):	
Name of organization you are submitting request on behalf of, if applicable:		
Your address:		
Your email address <i>(if you wish to receive the records electronically)</i> :		
<b>Describe the records you are looking for:</b> Please be as specific as possible. A good description of records will be brief and detailed. The request must be for a copy of a record, rather than an answer to a question. If you have any questions about completing this form, please contact the Information and Privacy Coordinator.		
<b>What time frame should we search:</b>	<b>From:</b>	<b>To:</b>
Date Request Submitted:		