# Freedom of Information Request Form

This form is for external parties to request access to information held by School District 35 (Langley) under the Freedom of Information and Protection of Privacy Act (FIPPA). Please read the instructions carefully before completing the form.

## Instructions

- Fill out all the required fields in the form. If you need more space, attach additional pages.
- Provide as much detail as possible about the information you are requesting. Specify the type, date range, and subject matter of the records.
- If you are requesting personal information, you must provide proof of your identity, such as a copy of your driver's license or passport. If you are acting on behalf of another person, you must provide a signed authorization from that person.
- You may be charged a fee for processing your request, depending on the amount and type of information requested. You will be notified of the fee estimate before your request is processed.
- You can submit your completed form in person or by mail to the following address:
  > Langley School Board Office
  > 4875 222 Street
  > Langley BC V3A 3Z7
- You can also submit your completed form by email to privacy@sd35.bc.ca
- You will receive an acknowledgement of your request within 10 business days. The school district will respond to your request within 30 business days, unless an extension is required.
- If you have any questions about your request, please contact the school district's Privacy Officer at 604-534-7891 or privacy@sd35.bc.ca

## Request Form

**Requester Information**

- Name: _____
- Address: _____
- City: _____ Province: _____ Postal Code: _____
- Phone: _____ Email: _____
- Are you requesting access to your own personal information?     ☐ Yes / ☐ No
    - If yes, please attach proof of your identity. (copy of driver's license or passport)
    - If no, are you acting on behalf of another person?     ☐ Yes / ☐ No
- If yes, please provide the name and contact information of that person and attach a signed authorization from that person.

**Information Requested**

Please describe the information you are requesting in as much detail as possible. Specify the type, date range, and subject matter of the records. Use additional pages if necessary.

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