

YUULU?IL?ATH GOVERNMENT

**Freedom of Information and
Protection of Privacy Act**

**Freedom of Information Forms and
Fees Regulation**

FORM FOI-1

RECORD REQUEST



Date received: _____

File no: _____

Application fee received
(for director use only)

APPLICANT'S CONTACT INFORMATION

Full legal name:	
Citizenship No.:	
Phone #s:	
Address for delivery:	
Email Address:	

Describe the record(s) you are seeking access to under section 2.2 of the Act:

(A record must be described in sufficient detail to enable the director to identify the record sought – see directions on page 2.)

If space is insufficient to describe the records sought, please attach an additional description.

(Attachments must only be in Form FOI-2)

I acknowledge that this record request is subject to the requirements of the Freedom of Information and Protection of Privacy Act and that acceptance of this application by the Yuulu?il?ath Government is not an indication that the requirements of that Act have been met.

Signature: _____ Date: _____

Before submitting your record request:

1. Ensure that you are seeking records, not information or answers to questions.
2. Name the Yuułu?i?ath institution which you believe has custody or control of the records.
3. Ask the Yuułu?i?ath institution that you believe holds the records if they have them, and if copies can be released to you informally. If they don't have the records, ask if they know whether another Yuułu?i?ath institution has them.
4. Check if the records you want are publicly available on the Yuułu?i?ath Government website or elsewhere.
5. If the records are held by the Yuułu?i?ath Government, submit your record request by hand to the office of the director of operations or by a letter sent by email, fax or regular mail to the director of operations, care of the Yuułu?i?ath Government.
6. Describe the records that you request clearly and concisely to simplify the search and minimize potential fees. Broad, complex requests take longer to process and increase the likelihood of large fees for service being charged to you.
7. Provide a date or date range for the requested records (if applicable).
8. Select or clearly identify the Yuułu?i?ath Government department or Yuułu?i?ath institution from which you are requesting records.