



Access to Information Request Form

Protected when completed

For official use only

Access to Information Act

Step 1

Determine which federal government institution is most likely to have the information you are seeking. Decide whether you wish to submit an informal request for the information or a formal request under the *Access to Information Act*. If you wish to make an informal request, contact the appropriate institution. The address can likely be found in **Info Source** publications which are available across Canada, generally in major public and academic libraries, constituency offices of federal Members of Parliament and most federal government public enquiry and service offices.

Step 2

To apply for information under the *Access to Information Act*, complete this form or a written request mentioning the Act. Describe the information being sought and provide any relevant details necessary to help the institution find it. If you require assistance, refer to **Info Source (Sources of Federal Government Information)** for a description of program records held by the institution or contact its Access to Information Coordinator.

Step 3

Forward the access request to the Coordinator of the institution holding the information. The address is listed in the "Introduction" to **Info Source**. Enclose a \$5.00 money-order or cheque payable to the Receiver General of Canada. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.

Step 4

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Access to Information Commissioner should you believe that you have been denied any of your rights under the Act.

Federal Government Institution

Citizenship and Immigration Canada

Provide details regarding the information being sought

Method of access preferred

Receive copies of originals

Examine originals in government offices

Name of applicant

Street, address, apartment

City or town

Province

Postal Code

Telephone number

This request for access to information under the *Access to Information Act* is being made by

a Canadian citizen, permanent resident or another individual present in Canada, or

a corporation present in Canada

Signature

Date

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act*.

Post-1935 Immigration Records

Records of immigrants arriving at Canadian land and sea ports from 1 January 1936 onwards remain in the custody of Citizenship and Immigration Canada. To request a copy of another person's immigration record, you must send a written request to the under-noted office:

*Citizenship and Immigration Canada
Public Rights Administration
360 Laurier Ave West
10th Floor
OTTAWA, ON K1A 1L1*

Please note that the following conditions apply:

Applications for copies of documents must be submitted on an “*Access to Information Request Form*” **by a Canadian citizen or an individual present in Canada.**

Fee: \$5.00, payable to the Receiver General for Canada

The request must be accompanied by proof that he/she has been deceased twenty years. Proof of death can be a copy of a death record, a newspaper obituary or a photograph of the gravestone showing name and death date.

The request should include the following information: full name at time of entry into Canada, date of birth, year of entry. Additional information is helpful, such as country of birth, port of entry, and names of accompanying family members.

Help with Access to Information and Privacy requests:

CIC's Access to Information and Privacy (ATIP) division has created a Client Service Unit to help serve you better. ATIP is committed to providing quality service by clearly explaining how you can submit an access to information or privacy request.

The Client Service unit can help you complete an access to information or privacy request, answer questions about access to information and privacy, or tell you the status of an access to information or privacy request.

Call (613) 946-0953 between 8 a.m. and 4 p.m. (ET), Monday to Friday (excluding holidays). You may leave a voice message.

Note: These officers are not involved in CIC programs and service delivery. They **cannot** give information about a specific application. For specific information about a given application, please contact CIC's Call Centre services at 1-888-242-2100 (in Canada only).

(Quoted from CIC's website)