BC Financial Services Authority

FREEDOM OF INFORMATION REQUEST
Request for Access to Records

INSTRUCTIONS

1. You may make a request for access to records without using this form, provided you do so in writing.
2. All applicable information must be provided.
3. This information must be typewritten or printed.
4. Upon completion, please forward this form and all attachments to:

   BC Financial Services Authority
   600-750 West Pender Street
   Vancouver, B.C. V6C 2T8

   foi@bcfsa.ca

Freedom of Information and Protection of Privacy Act (FOIPPA)
The information requested on this form is collected under the authority of section 26(c) of FOIPPA for the purpose of processing your request for records. If you have any questions about the collection or use of this information, please contact the Privacy Officer at 604-660-3555, 600-750 West Pender Street, Vancouver, B.C., V6C 2T8, or by email at foi@bcfsa.ca.

PART A – YOUR NAME

FULL NAME

PART B – YOUR CONTACT INFORMATION

PHONE NUMBER	EMAIL ADDRESS

PART C – YOUR ADDRESS (OPTIONAL)

STREET, APARTMENT NO. P.O. BOX, R.R. NO., CITY/TOWN, PROVINCE, POSTAL CODE

Please only include if you are requesting us to mail physical copies of records to you.

PART D – DETAILS OF REQUESTED INFORMATION

☐ Check this box if you are requesting access to another individual's personal information.
If so, please attach that person's signed consent for disclosure, or proof of authority to act on that person's behalf.

Information requested (please describe the records you are requesting).
Be as specific as possible, as this will assist the request process. Attach a separate sheet if the space below is not sufficient.

Note: If we do not have written consent from third parties to share their personal information with you, we are required to withhold that information under section 22 of FOIPPA.

YOUR SIGNATURE	DATE SIGNED (YYYY-MM-DD)

INFORMATION ON APPLICATION FEES

Application fees apply to all FOI requests, except for requests for your own personal information.

If you are requesting general records (not your own personal information), your request is on hold until we receive the prescribed application fee. There is a one-time application fee of $10.00 in accordance with section 75(1)(a) of FOIPPA. Once we receive your request, we will provide instructions on paying the application fee.

Once we receive payment, we will begin processing your request and advise you when you can expect a response from us.