

### 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](mailto: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 the *Freedom of Information and Protection of Privacy Act*. The information is collected for the purpose of processing your request for information. 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 at [FOI@bcfsa.ca](mailto:FOI@bcfsa.ca).

### PART A – YOUR NAME

LAST NAME	FIRST AND MIDDLE NAMES	SALUTATION/TITLE (OPTIONAL)
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### PART B – YOUR ADDRESS (OPTIONAL)

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

### PART C – YOUR CONTACT INFORMATION

DAY PHONE NUMBER	ALTERNATE PHONE NUMBER	EMAIL ADDRESS
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### 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.

YOUR SIGNATURE	DATE SIGNED (YYYY-MM-DD)
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### INFORMATION ON APPLICATION FEES

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

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

You can make the money order or cheque payable to BC Financial Services Authority and send it to the attention of the Privacy Officer. Alternatively, you can complete this [credit card form](#) and submit it via fax to 604-660-3203 or by calling in to our main reception line at 604-660-3555 during regular business hours on Thursdays and Fridays from 8:30am to 4:30pm. Please note that we cannot accept credit card payments by email.