# Request for Inquiry Form

**Note:** You **must** send a copy of this completed form and all attachments to the public body, custodian or organization at the same time you submit them to the Office of the Information and Privacy Commissioner (OIPC).

Section 1: File Information

|  |  |
| --- | --- |
| OIPC File Number |  |

|  |  |
| --- | --- |
| Public Body, Custodian or Organization Name |  |

Section 2: Your Contact Information

|  |  |
| --- | --- |
| Your Name |  |

|  |  |  |
| --- | --- | --- |
| Has your address/contact information changed from the last one you provided to the OIPC? | Yes | No |

**If yes, please update your address/contact information below.**

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Daytime Phone Number |  | Fax Number |  |

|  |  |  |
| --- | --- | --- |
| May a message be left at your daytime phone number? | Yes | No |

Section 3: Representative Information (complete only if you are represented by another person or agent)

I authorize the following person to act on my behalf and to receive any personal information about me, as necessary, for the purpose of this inquiry.

|  |  |
| --- | --- |
| Name of Representative |  |

|  |  |
| --- | --- |
| Address |  |

|  |  |
| --- | --- |
| Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Daytime Phone Number |  | Fax Number |  |

|  |  |  |
| --- | --- | --- |
| May a message be left at your daytime phone number? | Yes | No |

Section 4: Reason for Request / Summary of Issues

This summary should state the basis for your view that the issues have not been fully settled or resolved, and specify the issues. It is important to be precise, and concise as possible, to provide the Commissioner with clear information as this summary is used by the Commissioner to decide whether to hold an inquiry. This summary is also used for relevant background facts and issues should an inquiry proceed. (The box will expand as you type.)

|  |
| --- |
|  |

Section 5: Confirmation of Sending Form to Public Body, Custodian or Organization

You **must** send a copy of this completed form and all attachments to the public body, custodian or organization at the same time you submit them to the OIPC.

|  |  |
| --- | --- |
| On what date did you or will you be sending a copy of this completed form and all attachments to the public body, custodian or organization? |  |

Section 6: Signature

I confirm that all of the information contained in this form and attachment(s) is accurate to the best of my knowledge. I also confirm that I understand the OIPC will provide a copy of this form and all attachments to the other party(ies) should an inquiry proceed (unless the OIPC has approved my request for a variation of the requirement that attachments be sent to the other party(ies) for exceptional circumstances). I acknowledge I am required to keep my contact and address information up-to-date and, if I fail to do so, an inquiry may not proceed.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature |  | Date |

Section 7: Submitting to the OIPC

Choose one of the following three ways to submit this form:

* **Mail:** Send this completed and signed form along with the attachments by mail to:

**Edmonton Office**Office of the Information and Privacy Commissioner  
Suite 410, 9925 109 Street NW  
Edmonton, AB T5K 2J8

* **Fax:** Send this completed and signed form along with the attachments to (780) 422-5682.
* **Email:** Send this completed, signed and scanned form along with the attachments to [Registrar@oipc.ab.ca](mailto:Registrar@oipc.ab.ca).

# www.oipc.ab.ca