

# Access to Information Request Form

For official use only

Applicant Information		
First Name:	Last Name:	
Street, address, apartment:		
City or town:	Province:	
Postal Code:	Telephone number:	
Email:		
Details of Request		
Provide details regarding the information being sought (e.g. subject matter, date range, type of records)		
Method of access preferred (please choose one)		
Receive paper copies of the documents <input type="checkbox"/>	Receive electronic copies of the documents <input type="checkbox"/>	Examine the documents in person <input type="checkbox"/>
This request for access to information under the <i>Access to Information Act</i> is being made by:		
Select the category that best describes you:		
This information is collected for statistical purposes and is published annually on the Government of Canada <a href="#">Info Source</a> website		
Please note that the College may contact you to verify your identity and to confirm that you have a right of access under the <i>Access to Information Act</i> .	Date:	
The personal information provided on this form is protected under the provisions of the <i>Access to Information Act</i> and the <i>Privacy Act</i> and is retained and used as described in Personal Information Bank PSU 901 of the College.		

**Please note:**

- College may contact you to obtain additional clarification of your request.
- Requests are subject to a \$5 application fee. Once the College has a clear understanding of your request, an invoice will be emailed to you. Please be aware that you may be required to pay other fees depending on the circumstances of your request.
- Should you have any questions about the response to your request, please contact [atip-aiprp@college-ic.ca](mailto:atip-aiprp@college-ic.ca). You have the right to complain to the Information Commissioner of Canada if you believe you have been denied any of your rights under the Act.

**Instructions:**

Forward this form to [atip-aiprp@college-ic.ca](mailto:atip-aiprp@college-ic.ca) or mail it to:

College of Immigration and Citizenship Consultants  
Attn: ATIP Coordinator  
5500 North Service Road  
Suite 1002  
Burlington, ON L7L 6W6  
Telephone: 1-877-836-7543 x 1159  
Email: [atip-aiprp@college-ic.ca](mailto:atip-aiprp@college-ic.ca)