



**REQUEST FOR ACCESS TO RECORDS**  
**Under the Freedom of Information and**  
**Protection of Privacy Act**

**IMPORTANT INFORMATION – PLEASE READ FIRST**

1. This form must be completed in full.
2. We require a copy of government-issued identification (e.g. driver’s licence).
3. Effective January 1, 2022 a non-refundable application fee of \$10 is required for all general FOI requests. Upon receipt of your request, you will receive a letter of acknowledgement with an invoice and instructions on how to proceed with fee payment. Your request will not be processed until payment is received.
4. There are no fees for making an FOI request for your own personal information or for someone you have proof of authority or signed consent for disclosure.
5. Under the Freedom of Information and Protection of Privacy Act, we have 30 business days (not including weekends and holidays) to respond to your request. We process requests in the order received.
6. You may make a request for records by mail or email as follows:
  - a. Mail: Attention: Manager, Information and Privacy, Surrey Police Service, 14355 57 Avenue, Surrey, BC V3X 1A9
  - b. Email: FOI@surreypolice.ca (preferred)

**REQUESTER INFORMATION**

LAST NAME	FIRST NAME	MIDDLE NAME(S)	
DATE OF BIRTH	PHONE NUMBER	EMAIL	
ADDRESS (STREET, APARTMENT, P.O. BOX)	CITY/TOWN	PROVINCE/COUNTRY	POSTAL CODE
COMPANY NAME (IF APPLICABLE)	ANY OTHER NAMES YOU HAVE USED		

**DETAILS OF REQUESTED INFORMATION**

DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS DETAILED AND SPECIFIC AS POSSIBLE TO ASSIST US WITH LOCATING THE RECORDS AND PROCESSING YOUR REQUEST. IF MORE SPACE IS REQUIRED, ATTACH A SEPARATE SHEET.

ARE YOU REQUESTING ACCESS TO ANOTHER PERSON’S INFORMATION?

YES      NO

**IF YES, PLEASE ATTACH:**

- (A) THAT PERSONS SIGNED CONSENT FOR DISCLOSURE AND A COPY OF THEIR GOVERNMENT ISSUED PHOTO ID OR
- (B) PROOF OF AUTHORITY TO ACT ON THAT PERSON’S BEHALF (E.G. POWER OF ATTORNEY)

HOW WOULD YOU LIKE TO RECEIVE YOUR RECORDS:    MAIL                      EMAIL

**YOUR SIGNATURE**

**DATE SIGNED**

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