

# Info Source

## Access to Information Act

# Access to Information Request Form

For official use only

### Step 1

Determine which federal government institution is most likely to have the information you are seeking. Decide whether you wish to submit an informal request for the information or a formal request under the *Access to Information Act*. If you wish to make an informal request, contact the appropriate institution. The address can likely be found in *Info Source* publications which are available across Canada, generally in major public and academic libraries, federal government offices, such as Canada Employment and Immigration Centres, and constituency offices of federal Members of Parliament.

### Step 2

To apply for information under the *Access to Information Act*, complete this form or a written request mentioning the Act. Describe the information being sought and provide any relevant details necessary to help the institution find it. If you require assistance, refer to *Info Source (Sources of Federal Government Information)* for a description of program records held by the institution or contact its Access to Information Coordinator.

### Step 3

Forward the access request to the Coordinator of the institution holding the information. The address is listed in the "Introduction" to *Info Source*. Enclose a \$5.00 money-order or cheque payable to the Receiver General of Canada. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.

### Step 4

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Access to Information Commissioner should you believe that you have been denied any of your rights under the Act.

Federal Government Institution

Office of the Privacy Commissioner of Canada - Re: (PIPEDA) Act <sup>Federal</sup>

Provide details regarding the information being sought

On May 16, 1996 Canada Pacific Rail Forwarded \$22,021.23. To a locked in Federal pension, at the Bank of Montreal. My receipt from Bank of Montreal dated May 16, 1996 accounts for a deposit of \$19,790.00 to the Bank of Montreal, signed by Karen Pringle May 16, 1996 Bank of Montreal, Moose Jaw, Saskatchewan, Please send me the original copies of the actual amount deposited to BMO May 16/96.

Method of access preferred

Receive copies of originals

Examine originals in government offices

Name of applicant

Timothy James Tremblay

Street, address, apartment

#501-710 Fort Street

City or town

Victoria

Province

British Columbia

Postal Code

V8W 1H2

Telephone number

none

This request for access to information under the *Access to Information Act* is being made by

a Canadian citizen, permanent resident or another individual present in Canada, or

a corporation present in Canada

Signature

*Timothy James Tremblay*

Date

October 9, 2009



Government of Canada

Gouvernement du Canada

Français au verso



# Info Source

# Personal Information Request Form

For official use only

## Privacy Act

### Step 1

Determine which federal government institution is most likely to hold personal information about you. Decide whether you wish to submit an informal request for the information or a formal request under the *Privacy Act*. If you wish to make an informal request, contact the appropriate institution. The address can likely be found in **Info Source** publications which are available across Canada, generally in major public and academic libraries, federal government offices, such as Employment Immigration Centres, and the constituency offices of federal Members of Parliament.

### Step 2

To apply for personal information about you under the *Privacy Act*, complete this form. Describe the information being sought and provide any relevant details necessary to help the institution find it. If your require assistance, refer to **Info Source (Sources of Federal Government Information)** for a description of personal information banks held by the institution or contact its Privacy Coordinator.

### Step 3

Forward the personal information request form to the Privacy Coordinator of the institution holding the information. The address is listed in the "Introduction" to **Info Source**.

### Step 4

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Privacy Commissioner should you believe that you have been denied any of your rights under the Act.

#### Federal Government Institution

Canada Revenue Agency Re: PIPEDA FEDERAL ACT.

I wish to examine the information

As it is

All in English

All in French

#### Provide details regarding the information being sought

On May 16, 1996 Canada Pacific Rail Forwarded \$22,021.23 to Bank of Montreal. My receipt from Bank of Montreal dated May 16, 1996 <sup>accounts</sup> ~~accounts~~ for a deposit of \$19,790.00. Could you please provide me with the information that describes this discrepancy. See enclosed information. How much was actually deposited.

#### Method of access preferred

Receive copies of originals

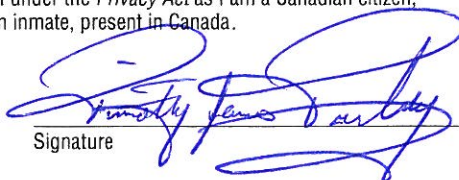
Examine originals in government offices

#### Name of applicant

Timothy James Tremblay  
 Street, address, apartment #501 - 710 / Fort Street  
~~British Columbia~~ #801142  
 Province Postal Code

~~Victoria~~  
 City or town  
 Victoria  
 Telephone number  
 none

I request access to personal information about myself under the *Privacy Act* as I am a Canadian citizen, permanent resident or another individual, including an inmate, present in Canada.

  
 Signature

October 9, 2009  
 Date