

# Freedom of Information Access Request



## Submission instructions

Please return the completed form, a \$5 application fee and other applicable documents by mail to:

**Mail:** Toronto Hydro  
14 Carlton Street, 8th Floor  
Toronto, ON M5B 1K5  
Attention: Privacy Department

Before submitting your Freedom of Information Access Request to Toronto Hydro, please ensure your submission includes the following:

- A detailed description of the information or records you're requesting
- A \$5 non-refundable application fee (cash, money order or cheque payable to Toronto Hydro are accepted)
- If **requesting** personal information, provide a photocopy of signed, government-issued identification (e.g., driver's license or passport)
- If **correcting** personal information, indicate the desired correction and attach the documentation

## Request details

Request type	Access to general records Access to your personal information Correction to your personal information
If requesting access to, or correction of, your own personal information records, and the last name is different than the Requestor's last name listed below, please specify the last name appearing on records.	Same as below Different than below (please specify): _____

## Requestor contact information

First name	
Last name	
Street address	
Suite/unit number (optional)	
City/town	
Province	
Postal code (AOA OAO)	
Telephone number	
Alternate telephone number	
Email address	

## Description of records requested


Date range of the records requested (if applicable)	From (MM/DD/YYYY): _____ To (MM/DD/YYYY): _____
Preferred method of access to records	Electronic copy sent by email to: _____ Hard copy sent by mail to: _____ _____

### Requestor signature

Requestor name:	Requestor signature:	Date (MM/DD/YYYY):
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### For office use only

Date received (MM/DD/YYYY)	
Request number	
Comments	

### Important notes

Personal information collected through this form is pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of responding to this request.

For more information about Toronto Hydro's Freedom of Information request process, please visit [torontohydro.com/freedomofinformation](http://torontohydro.com/freedomofinformation).

Questions about the collection of personal information can be emailed to [privacy@torontohydro.com](mailto:privacy@torontohydro.com).