**Request for**

**Access to Information**

**PART ONE**

**Instructions**

The Fee Schedule for a Request for Information is listed on the next page. To begin the process you must submit an initial $25.00 Non-Refundable Access Request Fee.

Complete this portion of the Request Form and submit it along with payment to:

Financial Services

Kelly Building Rm.

University of Prince Edward Island

550 University of Prince Edward Island

Charlottetown PEI C1A 4P3

*(Note: Cash Payment should not be mailed, rather delivered in person to the Financial Services Office, Kelley Building RM #131)*

**Requester Information**

|  |  |
| --- | --- |
| **Name** |  |
| **Organization *(optional)***  |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

*This information is required to complete an invoice*

*This portion to be completed by UPEI*  Date Stamp

UPEI Receipt Number #

*Financial Services – Please credit 10-1-30-310100-450025 Privacy Fees*

**Fees**

* The University charges fees for the processing of access requests. Responding to an access request will require the University to expend both human and financial resources.
* An initial and non-refundable fee of $25.00 must be paid to the University before we will begin processing the access request.
* Fees will be charged based on the below fee schedule. Fees for any request requiring less than one (1) hours of time shall be waived.
* Records will not be released until payment has been made in full.

**Fee Schedule**

All applicable taxes are payable in addition to the listed fees.

Access request fee - $25.00 (Non-Refundable)

Locating and retrieving a record - $40.00 per hour

Preparing and handling a record for disclosure - $40.00 per hour

Examining a record - $40.00 per hour

Shipping a record - Actual cost

Scanning a record - $0.50 per page

Producing a record

photocopying or printing - $0.25 per page

CDs - $10.00 per CD

DVDs - $10.00 per DVD

USB drives - $15.00 per USB drive

duplication of 16mm microfilm - $50.00 per roll

duplication of 35mm microfilm - $70.00 per roll

duplication microfilm to paper - $1.00 per exposure

photographs

5” X 7” - $10.00 per photograph

8” X 10” - $15.00 per photograph

11” X 14” - $50.00 per photograph

16” X 20” - $75.00 per photograph

20” X 24” - $200.00 per photograph

any other media not listed above - Actual cost

**Request for**

**Access to Information**

**PART TWO**

*This portion to be completed by UPEI*  Date Stamp

UPEI Request #

|  |  |
| --- | --- |
| **Name** |  |
| **Organization***(Optional)* |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |

Once confirmation of payment has been received, the Chief Access to Information and Privacy Officer will review this part of the request form.

Information contained in Part Two may be considered to be private in nature. You may wish to submit this portion of the request form in a separate sealed envelope to:

Access to Information and Privacy Office

University of Prince Edward Island

Kelley Rm. 205

550 University Ave

Charlottetown PE C1A 4P3

Or by Email: accessprivacy@upei.ca

A confirmation will be sent to you upon receipt of payment with Parts One and Two of the Request.

**Nature of the Request**

**□ Access to General Records**

**□ Access to own personal information**

**□ Access by an authorized party to information about another person**

*Please note, if you are making a request for your own personal information, confirmation of identity will need to be shown prior to release. If you are requesting record of another person, you must provide proof that you have legal authority to act for the person (e.g. Guardianship or trusteeship order, power of attorney)*

**Please describe the records you are requesting. Be as specific as possible to assist the request process and reduce the time required to respond. If you have information regarding the location of the information you are requesting, please provide.**

|  |
| --- |
|  |

**Signature of Applicant Date**

Personal information on this form will be used to respond to your request.