

# Access to Information Request Form



From anywhere... to anyone

For official use only

## Access to Information Act

### Step 1

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 Canada Post find it. If you require assistance, refer to Info Source (Sources of Federal Government Information) for a description of program records held by Canada Post or contact its Access to Information Coordinator.

### Step 2

Forward the access request to the Coordinator of Canada Post. The address is listed in the "Introduction" to Info Source or at [www.canadapost.ca](http://www.canadapost.ca). Enclose a \$5.00 money-order or cheque payable to Canada Post Corporation. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.

### Step 3

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.

#### Provide details regarding the information being sought

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#### Method of access preferred

Copies of originals

CD

Examine originals in Canada Post premises

#### Name of applicant

Street, address, apartment

City or Town

Province

Postal Code

Telephone number

#### 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