



Date: \_\_\_\_\_

**Applicant Information** ( please print )

Last Name		Telephone (H)
First Name		Telephone (W)
Address		Cell phone
City	Province	Postal Code

**Details of Requested Information** (Optional)

For Revenue Canada     For Personal Use     For 3<sup>rd</sup> Party     Other

Name of Student (s) ( please print )

1. Last Name	Date of Birth
First Name	Schools Attended and years
2. Last Name	Date of Birth
First Name	Schools Attended and years
3. Last Name	Date of Birth
First Name	Schools Attended and years
4. Last Name	Date of Birth
First Name	Schools Attended and years

Detailed Description of Record Request

**I understand that an application fee of \$20.00 is to be submitted with this request, unless with respect to a request for personal information, the fee is waived under the terms of the Act.**

There may be a \$20.00 application fee which includes one hour of research time. If your request is more complicated, processing fees of \$15.00 per half hour after the first hour will be charged. If you apply for access to a computer record, you may be charged the actual computer costs of searching for and retrieving the record.

A written cost estimate will be provided in advance if the costs are expected to exceed \$50.00. No action will be taken without your authorization to proceed.

**How long will it take to get the requested information?**

Every effort is made to supply the requested information as quickly as possible. However in some cases the records are not easily retrievable or discussions have to be held with other parties.

Within 30 days you will hear back from us, either:

- Providing the requested information;
- Advising that the information will not be released and for what reason; or
- Advising that due to extenuating circumstances it will take a further period of time, not to exceed 30 days, to respond to the request.

**Office Use Only**

Fee is to be waived for request <input type="checkbox"/>
Date Application received
Completed by

Signature of Applicant

\_\_\_\_\_