

You may make a request for access to records without using this form, provided you do so in writing.

Please Note: The Act allows for 30 business days to provide the requested records

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of responding to your request.

Name <i>(First/Middle/Last)</i>	Complete Mailing Address <i>(City/Town/Province/Country/Postal Code)</i>
Date of Birth <i>(dd/mm/yyyy)</i>	
PHN <i>(Personal Health Number/Care Card Number)</i>	
Daytime Phone Number	Alternate Phone Number

Purpose for the Request and Information Requested

Please describe: the records you are requesting; the IHA Facility that hold the records; and the reason for your request. Be Specific. Attach a separate sheet if required.

<p>Are you requesting access to another person's personal information? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes please attach</p> <p><input type="checkbox"/> That person's signed consent for disclosure OR</p> <p><input type="checkbox"/> Proof of authority to act on that person's behalf</p>	<p>Information provided to:</p> <p>Name:</p> <p>Complete Mailing Address <i>(City/Town/Province/Country/Postal Code)</i></p> <p>Contact #:</p>
<p>Preferred Method of Delivery</p> <p>Mail <input type="checkbox"/> Regular Canada Post</p> <p> <input type="checkbox"/> Courier at requester's expense and arrangements</p> <p><input type="checkbox"/> Pick Up</p>	<p>Date Signed <i>(dd/mm/yyyy)</i></p>
Requestor's Signature	

Please contact the facility or program where you received your care / treatment, using our [Find a Location](https://www.interiorhealth.ca/FindUs/_layouts/FindUs/By.aspx?type=Location) (https://www.interiorhealth.ca/FindUs/_layouts/FindUs/By.aspx?type=Location) search, and ask for a fax number or email address for submitting your completed form.

Interior Health Use ONLY

Request Number	Date Received	<input type="checkbox"/> Picture ID <input type="checkbox"/> ID Checked By:
-----------------------	----------------------	---