

# Access to Information Request Form

## Access to Information Act

*Protected when completed*

### 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 the International Development Research Centre (IDRC) find it. If you require assistance, refer to Info Source (Sources of Federal Government Information) for a description of program records held by IDRC, or contact the Centre's Access to Information Coordinator.

### Step 2

Forward the access request to the Access to Information Coordinator of IDRC. The address is listed in the Introduction to Info Source and can also be found at the bottom of this form. Enclose a \$5.00 money-order or cheque payable to the **International Development Research Centre**. 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*.

**I wish to examine the information:**

☐ As is

☐ All in English

☐ All in French

**Provide details regarding the information being sought:**

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**Methods of access preferred:**

☐ Receive copy of originals

☐ CD

☐ Examine originals at IDRC offices

Name of applicant

Street, address, apartment

City or town

Province

Postal Code

Telephone number (including regional code)

**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

☐ Corporation present in Canada

Signature

Date

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act*.