



# Access or Correction Request

Freedom of Information and Protection of Privacy Act

## Section A. Type of Request

- Access to general records (non-personal information)       Access to other's personal information by authorized party
- Access to my own personal information       Correction of my personal information

## Section B. Requester's Information

First Name		Last Name	
Company Name			
Suite/Apartment/Unit	Street Address		PO Box
City		Province	Postal Code
Email			
Home or Mobile Telephone Number		Business Telephone Number	

## Section C. Description of Records or Correction Requested

<b>Time period of the records</b>		<b>Method of access</b>	
From (yyyy/mm/dd)	To (yyyy/mm/dd)	<input type="checkbox"/> Receive copy	<input type="checkbox"/> Examine original

## Section D. Payment and Signature

<b>\$5.00 Application Fee</b>	Signature	Date (yyyy/mm/dd)
	<input type="checkbox"/> Cheque or money order payable to Ontario Lottery and Gaming Corporation <input type="checkbox"/> Cash (in person only)	

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used to answer your request. Questions about this collection should be directed to the Director, EDRM & FOI.

## Instructions for Completing Access or Correction Request

You can contact the FOI Office through OLG's Support Centre at 1-800-387-0098 or by email [foi@olg.ca](mailto:foi@olg.ca).

### Section A. Type of Request

Check the box that indicates what you are requesting. (Records that do not contain personal information are general records.)

Please include a copy of valid government-issued identification for personal information requests.

If you are requesting another person's personal information records, you must provide proof that you have the authority to act for them (e.g., power of attorney, guardian or trusteeship order or signed authorization).

### Section B. Requester's Information

Please ensure you have entered your name, address, email address and telephone numbers accurately. To avoid delays in processing your request, the FOI Office corresponds by email rather than regular mail where possible.

### Section C. Description of Records or Correction Requested

Provide as much detail as possible about the requested records. Use a separate sheet of paper if you need more space and attach it to this form.

Specify the time period for the records as precisely as possible, e.g., from 2008/07/21 to 2009/11/30.

If you are requesting a correction of your own personal information records, describe the correction you want and provide any supporting documents. If possible, provide copies of the information to be corrected and the information you wish to have it replaced with.

Check a box to indicate whether you want to examine original documents (which may only be done on site) or receive copies.

### Section D. Payment and Signature

Sign and date the form and mail it, along with a \$5.00 cheque or money order payable to Ontario Lottery and Gaming, to:

FOI Specialist  
Freedom of Information Office  
Ontario Lottery and Gaming Corporation  
4120 Yonge Street, Suite 600  
Toronto, ON M2P 2B8

If you would like to pay in cash, please drop it off in person at the address above.

### Contact the FOI Office

1-800-387-0098

[foi@olg.ca](mailto:foi@olg.ca)