



Hastings Highlands

Beautiful By Nature

Law Enforcement Agency Request for Records Form

The following information is being requested under Section 32(g) of the *Municipal Freedom of Information and Protection of Privacy Act*, which allows for the disclosure of record that contains personal information for the purposes of aiding a law enforcement investigation or from which a law enforcement proceeding is likely to result.

Please complete the form fully and accurately. If you need assistance with this form, please contact the Office of the Municipal Clerk at:

Municipal Clerk

Ph: (613) 338-2811 ext. 277

Email: clerk@hastingshighlands.ca

Deputy Clerk

Ph: (613) 338-2811 ext. 211

Email: deputyclerk@hastingshighlands.ca

This section to be completed by attending Law Enforcement Officer

The term 'Law Enforcement Officer' is outlined in the Municipality's Routine Disclosure Policy and includes, but is not limited to, the following positions: Ontario Provincial Police, Royal Canadian Mounted Police, Canada Revenue Agency, and Canada Border Services Agency.

Occurrence No.:

Warrant of Apprehension No.:

Review Original Documents

Review of Records Only (in Office)

Copies Requested

Originals Requested
(release original under subpoena only)

I _____ request the personal information described below to aid an investigation undertaken by _____ with view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

This section to be completed by Municipal Staff.

Description of Records and personal information requested: *

Location of Records: *

Municipal Staff Name: *

Contact Number: *

Badge/Identification No. *

Signature of Investigating Officer _____

Signature of Staff Member _____