

Request for Inquiry Form

Please note that if the Commissioner decides that this matter will proceed to inquiry, a copy of this form will be provided to all parties involved in the inquiry.

Case File # _____

I. Your Name: _____

II. Name of Public Body/Custodian/Organization to which you made your request or about which you are complaining:

III. Summary of Issues/Concerns for Inquiry. This summary is to include the basis for your view that the issue(s) have not been settled or resolved:

(If more space is required, please attach any additional pages to this form prior to submitting.)

IV. Signature & Date

(Signature)

(Date)

You may submit your completed form to this office via fax, courier or hard copy mail. If you choose to send your completed form via fax, we require that you send the original via courier or regular mail. This office does not accept completed forms via email. Contact information for our office is provided on the back of this form.

Instructions

General Information:

Please note that the Inquiry is not an assessment or review of the mediation process or of any of the opinions, findings, etc. that were made during mediation/investigation. Generally, inquiries by the Information and Privacy Commissioner deal with issues that were raised in the original access request or complaint, but were not settled or resolved in mediation/investigation.

Summary of Issues

The Commissioner will decide whether to hold an inquiry if the matter is not settled or resolved. When completing this section of the form, the Applicant/Complainant must state the basis for their view that the matter(s) dealt with in mediation/investigation were not settled or resolved and identify the related issues. The Applicant/Complainant may attach additional pages if more space is required to provide their explanation.

Submission of Form

Applicants/Complainants are required to sign and date the form prior to submitting it. Unsigned or undated forms will not be accepted.

The Applicant/Complainant must provide the completed form to the Commissioner by the deadline identified.

Failure to provide a completed form by the deadline may result in the inquiry not proceeding. An Applicant/Complainant who submits a request for inquiry form after the expiration of the deadline must include reasons why the Commissioner should consider the submission of a late request for inquiry.

Questions?

Questions regarding the completion of the form can be addressed with the Registrar of Inquiries at 780-422-6860 or toll free in Alberta at 1-888-878-4044.

Contact Information

Office of the Information and Privacy Commissioner:

Edmonton Office
#410, 9925 – 109 Street
Edmonton, Alberta T5K 2J8
General Inquiries: 780-422-6860
Fax: 780-422-5682

Calgary Office
2460, 801 – 6th Avenue SW
Calgary, Alberta T2P 3W2
General Inquiries: 403-297-2728
Fax: 780-297-2711