# Request to Extend the Submission Deadline

In this form, “Commissioner” means the Commissioner or the Commissioner’s delegated Adjudicator.

A party at inquiry is to complete and submit this form when requesting an extension to the scheduled deadline for submissions set out in the Notice of Inquiry (or other correspondence issued by the Commissioner). Please send extension requests to the Commissioner as soon as possible.

Background Information

|  |  |
| --- | --- |
| OIPC File Number |  |

|  |  |
| --- | --- |
| Date of Request |  |

|  |  |
| --- | --- |
| Name of Party Making Request |  |

|  |  |
| --- | --- |
| Requesting Party’s File Number (if applicable) |  |

|  |  |
| --- | --- |
| Other Parties Named in the Notice of Inquiry |  |

Agreement with Other Party(ies) in the Notice of Inquiry

|  |  |  |
| --- | --- | --- |
| Has the requesting party obtained a prior agreement or consent to extend the submission deadline from the other party(ies) in the Notice of Inquiry? The “Consent to Extend the Submission Deadline” form is used to seek agreement from other party(ies). | Yes | No |

**If yes**, provide or attach to this completed form the “Consent to Extend the Submission Deadline” form.

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| --- | --- | --- |
| **If no**, has the requesting party provided a copy of this request and of the “Consent to Extend the Submission Deadline” form to the other party(ies) named in the Notice of Inquiry? | Yes | No |

**Note:** The Commissioner may decide not to consider the request if the requesting party has not provided a copy of “Consent to Extend the Submission Deadline” form to the other party(ies) named in the Notice of Inquiry.

Request to Extend the Deadline

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| --- | --- |
| What is the new deadline date being requested? |  |

What are the reasons for requesting the extension? Please be as specific as possible in outlining why the requested extension is necessary. (The box will expand as you type.)

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|  |

Confirmation of Sending the Completed Form to Other Party(ies)

Please check the following box to confirm that a copy of the completed form has been or will be sent to the other party(ies) named in the Notice of Inquiry.

Yes

Submitting to the OIPC

Choose one of the following three ways to submit this form:

* **Email:** Send this completed form along with the attachments to [Registrar@oipc.ab.ca](mailto:Registrar@oipc.ab.ca).
* **Mail:** Send this completed form along with the attachments by mail to:

**Edmonton Office**Office of the Information and Privacy Commissioner  
Suite 410, 9925 109 Street NW  
Edmonton, AB T5K 2J8

* **Fax:** Send this completed form along with the attachments to (780) 422-5682.

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