

**REQUEST FOR TIME EXTENSION
UNDER SECTION 14 FORM**

**(Public Body Use Only)**

**For details on completing this form, refer to the Request for Time Extension Under Section 14 Practice Note.**

**Submit the completed form and attachments by email to** **TimeExtension@oipc.ab.ca** **(capital letters not required).**

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| **Section A: Public Body Contact and File Number** |

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| **Name of Public Body** | Click or tap here to enter text. |
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| **Contact Person** | Click or tap here to enter text. |
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| **Telephone Number** | Click or tap here to enter text. | **Email** | Click or tap here to enter text. |
|  |
| **Mailing Address** | Click or tap here to enter text. |
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| **Public Body File Number** | Click or tap here to enter text. |
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| **Submission Date** | Click or tap here to enter text. |

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| **Section B: Summary and Background Information About the Access Request** |

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| **Summary of Access Request** | Click or tap here to enter text. |
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| **Date Request Received** | Click or tap here to enter text. |
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| **Initial Response Due Date** | Click or tap here to enter text. |
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| **Date Processing Began** | Click or tap here to enter text. |

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| **Length of Time Extension Requested (in calendar days)** | Click or tap here to enter text. |

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| **Fee Estimate Issued** | [ ]  Yes | [ ]  No |
| * **Date Fee Estimate Issued**
 | Click or tap here to enter text. |
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| * **Date Fee Estimate Resolved**
 | Click or tap here to enter text. |
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| * **Revised Response Due Date**
 | Click or tap here to enter text. |

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| **Time Extension Taken Under the Public Body’s Own Authority** | [ ]  Yes | [ ]  No |

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| * **Reason for Extension**
 | Click or tap here to enter text. |

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| * **Date Extension Taken**
 | Click or tap here to enter text. |

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| * **Revised Response Due Date**
 | Click or tap here to enter text. |

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| **Section C: Extensions Previously Granted by the OIPC (if applicable)** |

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| **Previous Time Extension Granted to the Public Body Regarding this Access Request** | [ ]  Yes | [ ]  No |
| * **Number of Days Granted**
 | Click or tap here to enter text. |
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| * **OIPC Extension Request File Number**
 | Click or tap here to enter text. |
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| * **Revised Response Due Date**
 | Click or tap here to enter text. |

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| **Section D: Third Party Intervention (if applicable)** |

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| **Third Party Notices Were Issued or Third Party Notices Are Expected to Be Issued Under Sections 30 and 31** | [ ]  Yes | [ ]  No |

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| **Number of Third Parties Notified or Number of Third Parties That Are Expected to Be Notified** | Click or tap here to enter text. |

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| **Explain which portion of the responsive records relate to the third parties.** | Click or tap here to enter text. |

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| **Section E: Applicable Sections of the Act** |

[ ]  **14(1)(a) Insufficient detail**

[ ]  **14(1)(b) Volume of records requested or must be searched and interference with operations of the public body**

[ ]  **14(1)(c) Time needed to consult**

[ ]  **14(2) Multiple concurrent requests**

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| **Explain why an extension is required in relation to the applicable section of the FOIP Act, and justify the number of days being requested for the time extension.** | Click or tap here to enter text. |

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| **Section F: Work Completed and Outstanding Tasks** |

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| **Work Completed To Date** | Click or tap here to enter text. |

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| **Work that remains. Include a list of each outstanding task/activity and estimation of the time needed for each task/activity.** | Click or tap here to enter text. |

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| **Section G: Attachments** |

Provide all relevant attachments with the completed form including:

[ ]  **Copy of the applicant’s original access request showing the date received**

[ ]  **Copy of the public body’s fee estimate notice to the applicant**

[ ]  **Copy of the public body’s letter of extension to the applicant**

[ ]  **Copy of OIPC’s letter(s) granting extensions for this access request**

[ ]  **Copy of the public body’s section 30 notice(s) to the applicant and third party**

[ ]  **Evidence of multiple concurrent requests, if applicable (e.g. acknowledgement letters, etc.)**

[ ]  **Other relevant attachments**

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| **Section H: Public Body Signature** |

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| Click or tap here to enter text. |  | Click or tap here to enter text. |
| **Name** |  | **Email** |
|  |  | Click or tap here to enter text. |
| **Signature of Public Body’s Authorized Individual** |  | **Date** |

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| **Questions** |

If you have any questions about the information being requested or how to complete the Request for Time Extension Under Section 14 Form, please contact the OIPC.

Submit the completed form and attachments by email to TimeExtension@oipc.ab.ca (capital letters not required).

IIDDDT **F – Attachments**