



Request For Inquiry

You must use this form to request an inquiry.

A Copy of this completed form and all attachments is to be sent to the Public Body/Custodian/Organization at the same time that the form is submitted to this office.

Please note that if the Commissioner decides that this matter will proceed to inquiry, a copy of this form and all attachments will be provided to any affected parties that may participate in the inquiry. (The Commissioner can vary this procedure in exceptional circumstances.)

Case Information

Case File #: _____

I. Your Name: _____

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

Summary of Issues

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)

V. Copy of completed form and all attachments sent to Public Body/Custodian/Organization.

Date Sent: _____

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/investigation 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 Party requesting inquiry must state the basis for their view that the matter(s) dealt with in mediation/investigation was not settled or resolved and identify the related issues. The Party requesting inquiry may attach additional pages if more space is required to provide their explanation.

Submission of Form:

Party requesting the inquiry notations are required to sign and date the form prior to submitting it. Unsigned or undated forms will not be accepted.

The Party requesting an inquiry must provide the completed form to the Commissioner and to the Public Body/Custodian/Organization by the deadline identified by our Office.

Failure to provide a completed form by the deadline may result in the inquiry not proceeding. The Party requesting an inquiry 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.

Office of the Information and Privacy Commissioner of Alberta

Toll-free (in Alberta only): 1-888-878-4044

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