

**REQUEST FOR ACCESS TO RECORDS**

Under the *Freedom of Information and Protection of Privacy Act* to the

Land Title and Survey Authority of British Columbia

|  |
| --- |
| **APPLICANT’S CONTACT INFORMATION** |
| LAST NAME      | FIRST NAME      | OPTIONALMiss [ ]  Mrs. [ ]  Ms. [ ]  Mr. [ ]  |
| COMPANY NAME *(if applicable)*      |
| STREET, APARTMENT, NO., PO BOX, RR NO.      | CITY/TOWN      | PROVINCE/COUNTRY      | POSTCAL CODE      |
| EMAIL ADDRESS      |
| TELEPHONE NO.(       )       | ALTERNATE PHONE NO.(       )       | FAX NO.(       )       |

Personal information contained on this form (above) is collected under Section 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of responding to your request.

|  |
| --- |
| **REQUESTED RECORDS** |
| *Please describe the records you are requesting. Be as specific as possible, as this will help us identify and locate the records. Attach a separate sheet if the space below is not sufficient.*      | *Please specify any reference or file number(s) if known.*       |
| Are you requesting access to another person’s personal information? [ ]  Yes [ ]  NoIf so, please attach, as appropriate (a) that person’s signed consent for disclosure, or (b) proof of authority to act on that person’s behalf. |
| Preferred method of access to records (choose one) [ ]  Email (.PDF) [ ]  Receive by mail [ ]  Pick up [ ]  Examine  | Applicant Signature | Date SignedYYYY MM DD                  |
| *Please note: the Act allows 30 business days for us to respond to your request, although we will respond sooner, if possible.***After signature, you may submit this form by any of the following methods:*** Scan and email to FOIPPA@ltsa.ca
* Fax to LTSA offices at 250-410-0656
* Mail to FOI Records, Policy & Legal Services, Land Title and Survey Authority of BC, Suite 200-1321 Blanshard Street, Victoria, BC V8W 9J3

Please ensure that you provide or bring appropriate documentation to verify your identity. Acceptable forms of identification can be found on our LTSA website at <https://ltsa.ca/contact-us/freedom-information-requests>. |

|  |
| --- |
| **FOR LTSA USE ONLY** |
| Request No. | Date Received |