



Applicant Information:

Preferred method of contact:

Please provide a detailed description of the information you are requesting:





Renfrew

INC - 1858
Bridging Charm and Convenience

Fees, Processing and Payment Information:

Debit, cash or cheque are accepted in person at the Town Hall Front Desk. Application forms by mail can be paid by cheque and can be mailed to 127 Raglan Street South, Renfrew Ontario, K7V 1P8.

Fees are in accordance with the most current Fees and Charges By-law (as amended) or replaced from time to time.

You will be notified when records are ready. Records can be mailed, e-mailed, or picked up in person at the Town Hall Office. Office hours are Monday to Friday, 8:00 a.m. to 4:00 p.m. unless otherwise specified.

Refunds are NOT provided if there are no records found.

Applicant's Declaration:

By submitting this application, the requestor affirms that the facts set forth in this document are true and complete and also declares to adhere to all copyright legislation under the *Copyright Act*, acknowledging that copyrighted records must not be reproduced for profit, nor submitted as plans for construction nor presented as original work. The requestor also acknowledges that a survey requested may not be a current survey and that is the requesters' responsibility to confirm with the Registry Office for the most current one.

Signature: _____

Date: _____

Notice of Collection

The personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, and the Municipal Act 2001, S.O. 2001, c. 25. The information will be used for the purpose of responding to your request. Questions about this collection should be directed to the Town Clerk/ Manager of Legislative Services, 127 Raglan Street South Renfrew, Ontario K7V 1P8. Telephone: 613-432-4848, x116 Email: cerrett@renfrew.ca

For Office Use Only	
Identification Verification	
☐ Ownership information verified before access granted to records	
☐ Letter of Permission attached (if applicable)	
Date Request / Received at the office: Received by:	
Total Fee Charged:	Payment Method:
Date Completed:	Records Provided: In Person / By Mail / By Email
Records Released:	