



REQUEST TO ACCESS INFORMATION OR CORRECT PERSONAL INFORMATION

CH 501 (R2025-01)

Important Notice: This PDF was designed to be filled in with Adobe Acrobat Reader. Download the form to your desktop and use Adobe Acrobat Reader to open, complete and submit this form. If you are using Edge or Chrome browser some fields will not work as intended and your form may not submit.

Mail or Deliver Request to:
FOIP Coordinator
Calgary Housing
200, 2535 3rd Ave SE
Calgary, Alberta T2A 7W5
Or: Email: chfoip@calgary.ca

Your personal information is being collected pursuant to Section 33 of the Freedom of Information and Protection of Privacy Act for the purpose of accessing information and will be used to respond to your access request. If you have any questions about this collection and use, please contact the FOIP Coordinator at chfoip@calgary.ca or 368-886-3165 or at 200, 2535 3rd Ave SE Calgary AB T2A 7W5.

Last Name		First Name	Name of Company or Organization (if applicable)	
Mailing Address			Are you acting as an agent or representative of the Company or Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No (I am submitting as an individual)	
City or Town		Province	Postal Code	
Phone (Daytime) ()	Phone (Cell) ()		Fax Number ()	
Email Address for Correspondence with Calgary Housing				
<input type="checkbox"/> I do not have an email address				
Signature			Date (YYYY-MM-DD)	

- What kind of information are you requesting access to?

<input type="checkbox"/> GENERAL INFORMATION	<input type="checkbox"/> PERSONAL INFORMATION ABOUT ANOTHER
<input type="checkbox"/> PERSONAL INFORMATION ABOUT YOURSELF	<input type="checkbox"/> CORRECTION OF YOUR PERSONAL INFORMATION
- Do you want to (choose only one):

<input type="checkbox"/> RECEIVE A COPY OF THE RECORD?
<input type="checkbox"/> EXAMINE THE RECORD IN PERSON?
- Calgary Housing provides records electronically (choose only one):

<input type="checkbox"/> RECEIVE RECORDS BY EMAIL VIA SECURE WEB LINK	<input type="checkbox"/> PICK UP RECORDS IN PERSON
<input type="checkbox"/> RECEIVE RECORDS IN REGULAR MAIL	
- If personal information about another is requested, please provide his/her full given names and any previous names and applicable personal identifiers such as driver's license.
- What records do you want to access/correct? Please give as much detail as possible. If you need more space, please attach a separate sheet of paper.
- Please specify relevant keywords to assist with the search for responsive records.
- Provide the date or date range of the records requested above. Please give specific dates.

For office use only

Date Received YYYY-MM-DD	Request Number	Request Due Date YYYY-MM-DD
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General Instructions for Access to Information Requests

Written Permission of the Applicant is required to:

- Provide the requested information to a third party;
- Discuss an Access request with another person, including the spouse of an applicant; and
- Release the name of the applicant.

Fees for Access Requests

Calgary Housing is in the process of implementing a formal payment option for Access to Information requests and is currently not accepting any fees until further notice.

General Information Access Requests

If you choose to have your records emailed to you, you will need to provide Calgary Housing with an email address where a secure link will be provided to access the records. Otherwise, records will be mailed using the mailing address provided on the form. Pick up in person can still be selected. General information is recorded information held by Calgary Housing that is not about an identifiable individual.

Personal Information Access Requests

Please note by submitting this request you are consenting to your personal information being shared with the applicable internal Calgary Housing staff to assist with the search for responsive records. Personal information is recorded information about an identifiable individual.

You will be required to provide proof of your identity prior to the processing of the request for personal information. If the personal information you are requesting is about another individual, you will need to submit the 'Informed Consent For Disclosure of Personal Information' form that is to be completed by that individual. You will be notified at the time of completion, as requests for personal information will be held for pick-up unless coordinated differently with the FOIP Coordinator.

Submitting an Access Request to Calgary Housing:

Mail to (Regular Mail) or Deliver in Person during business hours to:

FOIP Coordinator
Calgary Housing
200, 2535 – 3rd AVE SE
Calgary AB T2A 7W5

OR Email form to: chfoip@calgary.ca