



# Access to Information Request Form

## Instructions

**Step 1:** Complete Sections 1, 2 and 3, and the Privacy notice statement of this form. Please also complete Section 4 if you are seeking information regarding former Canadian Armed Forces records.

**Step 2:** If you are looking for a personnel file for an individual who is deceased, please provide the supplementary documentation listed in Appendix B.

**Step 3:** Submit your completed request by mail, email or fax to:

Library and Archives Canada  
Access to Information and Privacy Branch  
550 de la Cité Boulevard  
Gatineau, Quebec J8T 0A7  
Email: [daiprp-atipd@bac-lac.gc.ca](mailto:daiprp-atipd@bac-lac.gc.ca)  
Fax: 819-934-6828

Federal government institution
Library and Archives Canada (LAC)

## Section 1: Applicant information

Given name(s)	Surname

Address - Street	Apartment

City	Province/Territory	Country	Postal code

Telephone	Telephone (other)	Email

**This request for access to information under the *Access to Information Act* is being made by (please select only one option):**

- Media
- Academia
- Business
- Organization
- Member of the public
- Decline to identify

This information is collected for statistical purposes and is published annually on the Government of Canada [Info Source website](#).

*Version française aussi disponible*

**You are a (please select only one option):**

- Canadian citizen
- Permanent resident of Canada
- Individual present in Canada
- Corporation present in Canada

If none of the above options apply to you, you are not eligible to submit a formal Access to Information request. Select the informal request option in the next question.

**Type of request (please select only one option—information available in Appendix A):**

- Formal request under the *Access to Information Act*
- Informal request: By selecting this option, I acknowledge that Library and Archives Canada is not obliged to provide the requested information within the time limits prescribed by the *Access to Information Act* and that there is no recourse for filing a complaint with the Office of the Information Commissioner

## Section 2: Request information

**Type of records requested (please select only one option):**

- Former Canadian Armed Forces member's file (please also complete Section 4)
- Administrative records of Library and Archives Canada
- Archival records of the government of Canada
- Other (please specify):

**Request description (provide a detailed description of your request and archival references):**

To ensure the efficient processing of your request, please provide the title and archival references for the records you are looking for (if available). This includes any reference numbers, file numbers or item identification numbers.

You can use the [Collection Search tool](#) or contact [LAC's Research Support](#) for help. The reference format guidelines are available on the LAC website: [library-archives.canada.ca](http://library-archives.canada.ca).

**Litigation associated with the request:**

LAC has seen an increase of requests related to class actions, settlement agreements, or other litigations. To help with the processing of the request, if it is related to the above, please provide us with details about the litigation, including any deadlines. This will help us direct your request to the appropriate team.

**Language of records:**

LAC provides the responsive records in the original language in which they were created.

**Section 3: Correspondence****How would you like to receive the information? (please select only one option)**

Electronic copies

Paper copies by mail

**In which language would you like to correspond with Library and Archives Canada? (please select only one option)**

English

French

**Indicate your preferred method of communication with Library and Archives Canada (please select only one option)**

Email

Telephone

Mail

## Section 4: Details of former Canadian Armed Forces members

Only fill out this section if you are requesting records of former Canadian Armed Force members.

### Types of Former Canadian Armed Forces records requested (select all that apply):

Proof of service

Service Number (SN)

Genealogy pack (selected documents that highlight or summarize the individual's service)

Medical file (may contain psychological, dental, surgeon general and social work documents)

Pay file

Complete file (may be extensive and contain multiple documents)

Other (specify exact document wanted)

**Note:** Some of the documents listed above may not exist, depending on the individual's period of service. Additionally, not all requested records may be held by LAC.

### Former Canadian Armed Forces member (this information is used to identify a specific individual if there are multiple people with the same name):

<b>Given name(s):</b>	
<b>Surname:</b>	
<b>Maiden name:</b>	
<b>Date of birth:</b>	
<b>Place of birth:</b>	
<b>Date of death:</b>	
<b>Place of death:</b>	
<b>Dates of service:</b>	
<b>Mother's name:</b>	
<b>Father's name:</b>	
<b>Spouse's name:</b>	

### Identifying numbers:

<b>Service Number (SN):</b>	
<b>Personal Record Identifier (PRI):</b>	
<b>Other identifier number:</b>	

## Privacy notice statement

Library and Archives Canada (LAC) collects the personal information provided in this form and in the proof of identity under the authority of the [Privacy Act](#). This information is collected for the purpose of processing a request for personal information within LAC records. Your personal information will be used to verify your identity, determine your eligibility, and provide access to personal information requested. Refusal to provide proof of identity or required personal information will result in LAC's inability to process your request. The personal information that you provide cannot be disclosed to other persons without your consent except where disclosure would be justified pursuant to Section 8 of the [Privacy Act](#). The personal information collected is described in the Standard Personal Information Bank [Access to Information Act and Privacy Act Requests](#) (PSU 901) detailed at [Info Source](#) and through Library and Archives Canada's website.

You have the right to the protection of, access to, and correction of your personal information. Any comments or concerns you may have regarding LAC's handling of your personal information may be directed to our Access to Information and Privacy Office by emailing: [daiprp-atipd@bac-lac.gc.ca](mailto:daiprp-atipd@bac-lac.gc.ca); calling: 1-866-578-7777; or writing to ATIP Branch: 550 de la Cité Boulevard, Gatineau, Quebec, J8T 0A7. If you are not satisfied with LAC's response to your privacy concern, you have the right to file a complaint with the [Privacy Commissioner of Canada](#) regarding the institution's handling of your personal information.

<b>Date (yyyy-mm-dd)</b>

## Appendix A: Types of request

### Formal request

Only Canadian citizens, permanent residents and individuals or corporations present in Canada are eligible to submit a formal access to information request.

### Informal request

Informal requests are open to everyone but are not subject to legislated timelines or the option to submit a complaint to the Office of the Information Commissioner (OIC).

## Appendix B: Supplementary documentation required

If you are requesting the personnel records of a deceased individual, LAC requires proof of death, such as a death certificate, a photograph of a gravestone or an obituary notice. Please provide a copy of the document along with your request. Please do not submit original documents.

## Appendix C: Application fees

LAC is waiving application fees for Access to Information requests. No payment is required when you submit your request.