



Personal Information Request Form

Use this form to request **your** personal information under the *Privacy Act* held by Library and Archives Canada. To access information **on behalf of another person**, please also complete the [Third-Party Consent Form](#). To access information of **another person who has been deceased for over 20 years**, please use the **Access to Information Request Form**. Forms are available on the [LAC website](#).

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: Provide supplementary information for the request as per Appendix A.

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
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

You are a (please select only one option):

Canadian citizen or permanent resident

A foreign national present in Canada

A foreign national outside of Canada

Section 2: Request information

Attestation (please select only one option):

I am requesting personal information about myself.

I am requesting personal information on behalf of another individual and I am authorized to do so through power of attorney. I am providing proof of having power of attorney.

I am requesting personal information of a deceased individual for the purpose of settling the estate. I am authorized as administrator or executor, and I am submitting proof as such.

I am requesting personal information of another individual with their consent in the form of a completed [Third-Party Consent Form](#).

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

Former Canadian Armed Forces member's file

Former federal public servant's file (specify last department of employment and date of employment):

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](#).

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 (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):

Given name(s):	
Surname:	
Maiden name:	
Date of birth (YYYY-MM-DD):	
Place of birth:	
Date of death (YYYY-MM-DD):	
Place of death:	
Dates of service (YYYY-MM-DD):	From: To:
Mother's name:	
Father's name:	
Spouse's name:	

Identifying numbers:

Service Number (SN):	
Personal Record Identifier (PRI):	
Other identifier number:	

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; 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.

Date (YYYY-MM-DD)

Appendix A: Acceptable proof of identity documents

Library and Archives Canada requests **two of the following documents** as proof of identity. **Please attach copies of your identity documents along with this form.** The documents must be valid (not expired). Please note that health cards, Social Insurance Number cards, tax documents and bank statements **are not accepted** as proof of identification.

If you cannot submit a copy of any of the following documents, please contact us.

- Passports
- Birth certificate
- Driver's licence or enhanced driver's licence
- Government-issued identification card (provincial or territorial photo cards for non-drivers)
- Canadian military identification card
- Certificates of Indian status (status cards)
- Métis status cards
- Citizenship cards or national identity cards
- Canadian permanent resident cards
- NEXUS cards
- Record of landing forms/confirmation of permanent residence (IMM 5292)
- Immigration documents issued to foreign nationals present in Canada (e.g., work permit, study permit, refugee approved status)

If you are the executor of an estate requesting records to settle a will, you must provide the following **in addition to the two pieces of personal identification**:

- The deceased's will
- The letter probate or grant probate
- The deceased's death certificate