



Building Standards Department
 2141 Major Mackenzie Drive, Vaughan, ON L6A 1T1
 Telephone: (905) 832-8510 Fax: (905) 832-8558

Records - Access Request
 (Request by Law Enforcement Officer)

Applicant Information

This section is to be completed by the attending Law Enforcement Officer (Including: York Regional Police, OPP, RCMP, Correctional Service of Canada, Ontario Ministry of Correctional Services)	
First Name	Last name
Law Enforcement Institution	Badge/ID No
Contact Telephone No(s).	Fax No.
Email	

Project Information (a separate application is required for each address)

Street No.	Street Name	Suite/Unit No.
Permit No(s). (if known)		
Records/Information Requested (may be described in a separate attachment)		
<input type="checkbox"/> Review Original Documents <input type="checkbox"/> Copies Requested <input type="checkbox"/> Original Requested (Only released under subpoena)		

Information for Applicant

- The Building Standards Department will conduct a search for the records that have been requested, at no charge. If records are found, there may be a charge if photocopies are requested.
- Once the requested information is provided, the file is closed and subsequent requests for additional information will be treated as a new request, requiring a new application.
- Original copies of records are only released under subpoena.
- Please note that some documents may be subject to the provisions of the *Copyright Act*.
- Completed requests will be retained for 30 days, after which the request is deemed to be abandoned and the file will be closed. If you wish to proceed with this request at a later date, a new application is required.
- The personal information on this form is collected under the *Municipal Act, 2001, S.O. 2001 c.25 s. 227 (b) and (c)*, and the *Ontario Building Code Act, S.O. 1992, Chapter 23*. The information will be used to process this application and to create statistical reports.

Applicant Declaration

I do hereby declare the following:

- I am an Officer employed by the Law Enforcement Institution indicated in this Access Request, and require information, including personal information, on the project referenced above, to aid an investigation undertaken by said Law Enforcement Institution with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

Occurrence No.:	OR, Warrant of Apprehension No.:
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> Signature Print Name Date (yyyy-mm-dd) </div>	

For Office Use Only

File No.: 20 - R		
Reproduction Fee: \$. (+HST)	Receipt No.:	Date:
Building Standards Department Response / List of Information Provided		
Signature:		Date: