

Request for Disclosure

Pursuant to Administrative Penalties By-law 240-2024, as amended.

A completed Request for Disclosure form must be received by the City 10 business days prior to the scheduled screening appointment. This form can be submitted by email to screenings@vaughan.ca or to By-law and Compliance, Licensing and Permit Services at 2141 Mackenzie Dr., Vaughan.

It is the responsibility of the requestor to follow up on the status of their disclosure request.

Section 1 – Disclosure Request			
To be completed by requestor			
Penalty Notice Information			
Penalty notice number			
Name on penalty notice or name of registered vehicle/licence plate owner			
Date and time of screening			
Disclosure Request			
Note: An Authorized Agent form is required if the person requesting disclosure is not the penalty notice recipient or registered vehicle owner			
Name of person requesting disclosure			
Phone number of person requesting disclosure			
Email of person requesting disclosure			
Requested disclosure delivery method	<input type="checkbox"/> Email	<input type="checkbox"/> Fax	<input type="checkbox"/> Pickup at Vaughan City Hall
Information Requested Example: officer notes, photographs, etc.			
Requestor Signature	Date of Request		
Section 2 – Processing Information			
To be completed by City of Vaughan Staff			
Name of staff who processed request			
Date request was received			
Date disclosure provided to requestor			

Personal information on this form is collected in accordance with the Municipal Act, 2001 as amended and will be used in the Administrative Penalties System. Questions about this collection should be directed to the Access and Privacy Office, Office of the City Clerk, 2141 Major Mackenzie Dr., Vaughan, ON L6A 1T1, or 905-832-2281 ext. 8988



**BY-LAW AND COMPLIANCE,
LICENSING AND PERMIT SERVICES**