

Instructions

Please

- Make only one request on each application form
- Describe the records or information you are seeking in as much detail as possible
- Enclose a cheque or money order for the \$5.00 application fee payable to Memorial University of Newfoundland and Labrador
- Send or deliver this form and the fee to Memorial's Information Access and Privacy Protection (IAPP) Office
- Keep a copy for your records
- Please note that under authority of section 68 of the *Access to Information and Protection of Privacy Act (ATIPPA)* you may be asked to pay certain additional costs as prescribed by the Minister responsible for the *ATIPPA*, before gaining access to records. If the estimated costs of a request for general information are more than \$50, you will be sent an Estimate of Costs and a request to pay a 50% deposit.
- Please note that if Memorial University does not respond within 30 days of receipt of this application, you may ask for a review by the Information and Privacy Commissioner, under authority of section 43 of the *ATIPPA*, or you may appeal to the Supreme Court Trial Division. In addition, if Memorial University extends this 30-day time period under subsection 16(1), you may make a complaint to the Information and Privacy Commissioner in accordance with section 44.
- The *ATIPPA* may be viewed in its entirety at <http://www.gov.nl.ca/hoa/statutes/a01-1.htm>
- Further information about making a request for access is available on the Information Access and Privacy Protection Office web site which may be found at www.mun.ca/iapp.
- IAPP Office
208 Elizabeth Ave.
Memorial University of Newfoundland
St. John's, NL A1C 5S7