



# ACCESS TO INFORMATION REQUEST FORM

For official use only

## ACCESS TO INFORMATION ACT

### Step 1

To apply for information under the Access to Information Act, complete this form or a written request mentioning the Act. Describe the information being sought and provide any relevant details necessary to help VIA Rail Canada find it. If you require assistance, refer to Info Source (Sources of Federal Government Information) for a description of program records held by VIA Rail Canada, or contact VIA's Access to Information Coordinator.

### Step 2

Forward the access request to the Coordinator of VIA Rail Canada. The address is listed in the "Introduction" to Info Source. Enclose a \$5.00 money-order or cheque payable to VIA Rail Canada. Depending upon the type or amount of information being sought, you may be asked to authorize further charges.

### Step 3

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Access to Information Commissioner, should you believe that you have been denied any of your rights under the Act.

### Provide details regarding the information being sought:

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Method of access preferred :  Receive copies of the originals  Examine originals on VIA Rail Canada premises

First and last name of applicant

Street, address, apartment

City or town

Province

Postal code

( ) Telephone number

E-mail address

### This request for access to information under the Access to Information Act is being made by a:

Canadian citizen, permanent resident, or another individual present in Canada  Corporation present in Canada

Signature

Date