

The <u>Freedom of Information and Protection of</u>

<u>Privacy Act (FOIPPA)</u> gives you the right to access records held by the B.C. government.

Anyone can request records. There are no restrictions on your age or where you live.

This service can help you decide if requesting records from government is the best option for you, help you get started and submit your application when you're ready.

Start

More information

Learn more about:

- BC Government's ministries & agencies
- Open Information
- Open Data

What is a record?

Records are any thing on which information is recorded or stored. They can be graphic, electronic, mechanical or any other means, and include books, documents, maps, drawings, letters, vouchers and papers.

How are records stored?

BC Government records are typically stored and organized by subject, not by name. It's important to provide the subject you're requesting records about so that we can help you find the right records.



The Freedom of Information and Protection of Privacy Act (FOIPPA) gives you the right to access records held by the B.C. government.

More information

Learn more about:

Anyone c where yo

This serv the best when you

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Information Collection Notice

Personal information contained on this form is collected under the Freedom of <u>Information and Protection of Privacy Act</u> and will be used only for the purpose of responding to your request. If you have any questions about the collection, use or disclosure of this information, please call Information Access Operations at 250-387-1321. You may make a request for access to records without using this form, provided you do so in writing. Including the relevant information requested on the form will enable us to respond to your request more quickly.

Continue

ministries &

on which d or stored. electronic, er means. cuments. s, vouchers



Getting Started Your Request Contact Info Review & Submit

Do you need to submit a request for records?

Before you apply, consider the following and determine if you need to request records from government.

Some records are publicly available or accessible. You may find what you need quicker by:

- Searching on gov.bc.ca
- Checking the routinely released information on Open Information
- Contacting the ministry or program directly

These channels are the quickest way to get information about government and its programs and services.

Go back

Continue

More information

Learn more about:

- BC Government's ministries & agencies
- Open Information
- Data BC Catalogue

Contact information

Information Access Operations can answer your questions about requesting records from government.

Phone: 250-387-1321 **Fax:** 250-387-9843

Emails: FOI.Requests@gov.bc.ca

Mailing Address: PO Box 9569 Stn Prov Govt Victoria BC V8W 9K1

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Getting Started Your Request Contact Info Review & Submit

Are you ready to start your request?

If the records you want aren't publicly available, you can submit a Freedom of Information request. To help us get the right records to you quickly, you should:

- Identify the right ministry or agency to request records from (You can request records from government ministries or agencies; <u>crown</u> <u>corporations</u>, school districts, <u>health authorities</u>, police, public colleges, and universities all have separate Freedom of Information (FOI) processes.)
- Ensure that you are requesting access to records and not answers to specific questions
- Refine your request as much as possible. Large complex requests take longer to process than small simple requests. Being specific will you get the right records quickly.

Go back

Start your request

More information

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- Open Information
- Data BC Catalogue

How long will it take to receive my records?

Most requests are filled within 30 business days. This time may be extended depending on the request. Large complex requests take longer to process than small simple requests.

START YOUR REQUEST



Getting Started Your Request Contact Info Review & Submit

What type of information are you looking for?

General information about government business

or

 Personal information about yourself, a dependant child or another person

Go back

Continue

More information

What is general information?

General information includes records of a non-personal nature that could be released, in whole or in part, to anyone. For example: briefing notes prepared for a minister, contracts for goods or services, or agreements.

What is personal information?

Personal information means recorded information about an identifiable individual other than business contact information. For example: health care information, correctional records, or employment history.



Getting Started Your Request Contact Info Review & Submit

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PERSONAL



Getting Started Your Request Contact Info Review & Submit

Who are you requesting records about?

- Yourself
- O A child under 12 years old
- O Another person

Go back

Continue

More information

When can you request records about another person?

To request request records about a child under 12 years old (including your own child) or another person, you must provide either:

- Proof of your authority to act on the person's behalf
- That person's signed and informed consent to receive their records

What is a record?



Getting Started Your Request Contact Info Review & Submit

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What is a record?

YOURSELF



Getting Started

Request records from the B.C. government

Your Request

Verify your identity To make sure we give personal information only to the person it's about, we need to verify your identity. Middle name: First name: Last name: Date of Birth: Also known as: Business/Organization Name: Go back Continue

More information

Contact Info

What will we do with this information?

We need your full name and your birthdate to verify your identity.

Review & Submit

What can I request records about?

You can request records from government ministries or agencies using this service. Crown corporations, school districts, health authorities, police, public colleges, and universities all have separate Freedom of Information (FOI) processes. If you are seeking medical records, please contact your physician.



Review & Submit

Getti	ng Started	Your Request		Contact Info	
What to	pic are you requ	esting records about	:?		
0	Your employment with	the public service			
0	Your time spent in a c	orrectional facility			
0	Your income assistant	ce history			
0	Child protection and y	outh care			
0	Adoption				
0	Community Living BC				
0	Another topic (please	explain)			
Go	details about the records lat	c, the quicker we will be able to find the rection the application. Continue	he records you're lo	ooking for. You'll be able to	provide more

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BC PSA



Review & Submit

Getting Started	Your Request	Contact Info	
What topic are you re	equesting records abou	ut?	
Your employment	with the public service		
O Your time spent in	n a correctional facility		
O Your income assis	stance history		
O Child protection a	and youth care		
Adoption			
O Community Living	g BC		
O Another topic (ple	ease explain)		
	our topic, the quicker we will be able to find ords later in the application.	d the records you're looking for. You'll be able to	provide more

Go back



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The BC Public Service Agency

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.

①

Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

This list only includes <u>BC</u> government ministries and <u>agencies</u>. Other organizations, including Crown Corporations (like ICBC, BC Transit, or BC Ferries), have their own record request processes.

What is a record?



Getting Started	Your Reques	st	Contact In	fo	Review & Su	ubmit
Describe the records y	ou are looking for	•				
Po so aposifio so possible	A good description of records	will include key words	file types and the	nurnoss that the	racarda may haya baan a	rooted for
For example: "Briefing notes records. You can include red	A good description of records of sprepared for the minister on a cord or file numbers, include port of the cord of	a specific topic." Req revious Freedom of Ir	uesting "any and all nformation request r	records" can res	ult in a high volume of un	necessary
BC Public Service Employe	e Number (if known):					
What time frame shou	ld we search?					
From:			То:			
Be as specific as possible	. Limiting the time frame of y	our request will hel	o us get the record	ds to you faster.		
Go back	Continue					

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Getting Started	Your Request	Contact Info	Review & Submit
detung Started	tour nequest	Contact into	neview a Subillit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



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Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



BRITISH COLUMBIA Request records from the B.C. government

Getti	ing Started	Your Request		Contact Info	Revie	w & Submit
			Ministry/Agency	/:		
Review	your request		BC Public Ser	rvice Agency		
Your name:			Your request top	oic: ent with the BC Public Service	ce	
Email address:	First	Last	Your request des	scription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:	From	To	
Postal Code:			BC Public Serv	ice Employee Number		
	✓ I'm not a robot	reCAPTCHA				Submit



Getting Started Your Request Contact Info Review & Submit

Your request has been submitted to the central intake team for processing.

Confirmation will be sent to the email or address you provided within 1-2 business days. This time might be longer depending on volume. If you have not received a response, please contact us by telephone at 250-387-1321. Please do not submit a duplicate request.

Most requests are filled within 30 business days. We will work with you to provide you with copies of the records. Some information may not be disclosed in order to prevent harms, including protecting personal privacy or cabinet confidences.

Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Change of address

- Please inform us as soon as possible if your address or contact information changes so that we can get in contact with you.
- → Return to Freedom of Information on gov.bc.ca
- → Submit the same request to a different ministry
- → Submit a new request

More information

Learn more about:

- BC Government's ministries
 & agencies
- Open Information
- Open Data
- FOIPPA

Contact information

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Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

CORRECTIONAL



Review & Submit

Getting Started	Your Request	Contact Info	
What topic are you re	equesting records abou	ıt?	
O Your employment	with the public service		
Your time spent in	a correctional facility		
O Your income assis	stance history		
O Child protection a	nd youth care		
Adoption			
O Community Living	J BC		
O Another topic (ple	ase explain)		
	r topic, the quicker we will be able to find rds later in the application.	the records you're looking for. You'll be ab	ole to provide more

Go back



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Public Safety and Solicitor General

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.

①

Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

This list only includes <u>BC</u> government ministries and <u>agencies</u>. Other organizations, including Crown Corporations (like ICBC, BC Transit, or BC Ferries), have their own record request processes.

What is a record?



Getting Started	Your Request	Cor	ntact Info	Review & Submit		
Describe the records you are looking for:						
For example: "Briefing notes records. You can include rec	prepared for the minister on a sp	ecific topic." Requesting "ar ous Freedom of Information	ny and all records" car request numbers, if yo	the records may have been created for result in a high volume of unnecessal bu know them, to help us find the right	ary	
BC Correctional Service Nu	mber (if known):					
What time frame shoul	d we search?					
From:		То	:			
Be as specific as possible.	Limiting the time frame of your	r request will help us get th	ne records to you fas	ster.		
Go back	Continue					

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Getting Started	Your Request	Contact Info	Review & Submit
detung Started	tour nequest	Contact into	neview a Subillit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



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Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Getti	ing Started	Your Request		Contact Info		Review & Submit
			Ministry/Agenc	y:		
Review	your request		Ministry of P	ublic Safety and Solicitor	General	
Your name:			Your request top		nioo	
	First	Last	Your request de	t in a BC Correctional Ser		
Email address:				·		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:	From		То
Postal Code:			BC Corrections	al Service Number		10
	I'm not a robo	t reCAPTCHA				Submit

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Getting Started Your Request Contact Info Review & Submit

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Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Change of address

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Victoria BC V8W 9K1

INCOME ASSISTANCE



Review & Submit

Getting Started	Your Request		Contact Info	
What topic are you	requesting records abo	out?		
O Your employmen	nt with the public service			
O Your time spent	in a correctional facility			
Your income ass	sistance history			
O Child protection	and youth care			
Adoption				
O Community Livin	ng BC			
O Another topic (p	lease explain)			
	our topic, the quicker we will be able to fi cords later in the application.	nd the records you're lo	ooking for. You'll be able to	provide more

Go back



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Social Development and Poverty Reduction

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

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Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

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	Getting Started		Your Request		Contact In	fo	Review & Submit	
Des	Describe the records you are looking for:							
(i)	For example: "Briefin records. You can incl	g notes prepared ude record or file	d for the minister on a spec	cific topic." Requ is Freedom of Inf	esting "any and all ormation request n	records" can result i	ords may have been created for. n a high volume of unnecessary them, to help us find the right	
Wha	at time frame s	hould we	search?		То:			
(i)	Be as specific as po	ossible. Limiting	the time frame of your r	request will help	us get the record	ls to you faster.		
	Go back	Contin	ue					

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Getting Started Your Request Contact Info Review & Submit

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O Physical records (in pa	,			
Other Please explain:]	

Go back



Getting S	tarted	Your Request		Contact Info		Review & Submit	
Review yo	ur request		Ministry/Agency:	cial Development and Pove	erty Reduc	etion	
Your name: First		Last	Your request top My BC income	ic: e assistance history			
Email address:			Your request des	cription:			
Phone number: (primary)							
Phone number: (secondary)							
Address:							
City:							
Province:			Date range:				
Postal Code:				From		То	

✓ I'm not a robot



Submit



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YOUTH CARE



Getting Started	Your Request	Contact Info	R	eview & Submit
What topic are you red	questing records about	:?		
O Your employment v	with the public service			
O Your time spent in a	a correctional facility			
O Your income assist	ance history			
Child protection an	nd youth care			
Adoption				

O Community Living BC

Another topic (please explain)

The more specific your topic, the quicker we will be able to find the records you're looking for. You'll be able to provide more details about the records later in the application.

Go back



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Children and Family Development

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

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More information

Is some information already available?

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Gett	ing Started		Your Request		Contact	Info		Review & Subm	it
Describ	Describe the records you are looking for:								
For rec	Be as specific as possible. A good description of records will include key words, file types and the purpose that the records may have been created for. For example: "Briefing notes prepared for the minister on a specific topic." Requesting "any and all records" can result in a high volume of unnecessary records. You can include record or file numbers, include previous Freedom of Information request numbers, if you know them, to help us find the right records. You can browse the Open Information catalogue to see examples of other requests.								
What tir	ne frame sh	ould we	search?		To:				
i Be	as specific as pos	sible. Limiting	the time frame of you	ur request will help	us get the reco	ords to you fa	ster.		
Go I	oack	Continu	e						



Getting Started	Your Request	Contact Info	Review & Submit
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Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

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- O Physical records (in paper)
- O Other

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- Physical records (in paper)
- O Other

Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
C Electronic records (on				
O Physical records (in pa	,			
Other Please explain:				

Go back



Gett	ing Started	Your Request		Contact Info	Revie	ew & Submit
Review	your request		Ministry/Agency Ministry of Ch	: ildren and Family Developm	nent	
Your name:	First	Last	Your request top My time spent	ic: t in a BC Child or Youth Care	e	
Email address:			Your request des	scription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:			
Postal Code:				From	То	





Submit



Getting Started Your Request Contact Info Review & Submit

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Most requests are filled within 30 business days. We will work with you to provide you with copies of the records. Some information may not be disclosed in order to prevent harms, including protecting personal privacy or cabinet confidences.

Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Change of address

- Please inform us as soon as possible if your address or contact information changes so that we can get in contact with you.
- → Return to Freedom of Information on gov.bc.ca
- → Submit the same request to a different ministry
- → Submit a new request

More information

Learn more about:

- BC Government's ministries
 & agencies
- Open Information
- Open Data
- FOIPPA

Contact information

Information Access Operations can answer your questions about requesting records from government.

Phone: 250-387-1321 **Fax:** 250-387-9843

Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

ADOPTION



Review & Submit

Getti	ng Started	Your Request	Contact Info	
What to	pic are you reque	sting records about?		
0	Your employment with t	he public service		
0	Your time spent in a cor	rectional facility		
0	Your income assistance	history		
0	Child protection and yo	uth care		
•	Adoption			
0	Community Living BC			
0	Another topic (please ex	kplain)		
Go	details about the records later		records you're looking for. You'll be able to provid	de more

Disclaimer Privacy Accessibility Copyright



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Children and Family Development

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

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What is a record?

Records are any thing on which information is recorded or stored. They can be graphic, electronic, mechanical or any other means, and include books, documents, maps, drawings, letters, vouchers and papers.



	Getting Started		Your Request		Contact	Info		Review & Submit	
Desc	cribe the recor	ds you ar	e looking for:						
(i)	For example: "Briefing records. You can inclu	g notes prepare ide record or fil	d for the minister on a sp	pecific topic." Requ ous Freedom of In	lesting "any and a formation reques	all records" ca	n result in a	s may have been created high volume of unnecess em, to help us find the rig	sary
Wha	t time frame sl	hould we	search?		To:				
(i)	Be as specific as po	ssible. Limiting	g the time frame of you	r request will help	us get the reco	ords to you fas	ster.		
	Go back	Contin	ue						

Getting Started Your Request Contact Info Review & Submit

Adoptive Parents

This information is optional, but it will help us to find the right records faster.

Adoptive Mother or Guardian	Adoptive Father or Guardian
First Name	First Name
Last Name	Last Name

Go back



Getting Started	Your Request	Contact Info	Review & Submit
detung Started	tour nequest	Contact into	neview a Subillit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



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Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Gett	ing Started	Your Request		Contact Info		Review & Submit
Review	your request		Ministry/Agency: Ministry of Ch	ildren and Family Develop	ment	
Your name:	First	Last	Your request top			
Email address:			Your request des	cription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:	From		То
Postal Code:						
			I			





Submit



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Time extensions

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COMMUNITY LIVING BC



Review & Submit

Getti	ing Started	Your Request	Contact Info	
What to	pic are you reque:	sting records about?		
0	Your employment with t	he public service		
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0	Your income assistance	history		
0	Child protection and you	uth care		
0	Adoption			
•	Community Living BC			
0	Another topic (please ex	kplain)		
G	details about the records later		records you're looking for. You'll be able to provid	de more

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Gett	ing Started		Your Request		Contact	Info		Review & Subm	it
Describ	e the record	ds you are	e looking for:						
For rec	Be as specific as possible. A good description of records will include key words, file types and the purpose that the records may have been created for. For example: "Briefing notes prepared for the minister on a specific topic." Requesting "any and all records" can result in a high volume of unnecessary records. You can include record or file numbers, include previous Freedom of Information request numbers, if you know them, to help us find the right records. You can browse the Open Information catalogue to see examples of other requests.								
What tir	ne frame sh	ould we	search?		To:				
i Be	as specific as pos	sible. Limiting	the time frame of you	ur request will help	us get the reco	ords to you fa	ster.		
Go I	oack	Continu	e						



Getting Started	Your Request	Contact Info	Review & Submit
detung Started	tour nequest	Contact into	neview a Subillit

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Go back



Getting Started Your Request Contact Info Review & Submit

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Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Getting	Started	Your Request		Contact Info	Review & Submit
Review yo	our request		Ministry/Agency: Ministry of Chil	dren and Family Developme	nt
Your name:	et	Last	Your request topic	ing BC Records	
Email address:			Your request desc	cription:	
Phone number: (primary)					
Phone number: (secondary)					
Address:					
City:					
Province:			Date range:	From	То
Postal Code:					

✓ I'm not a robot



Submit



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Mailing Address:

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Victoria BC V8W 9K1

ANOTHER TOPIC



Review & Submit

Gett	ing Started	Your Request	Contact Info	
What to	pic are you reques	ting records about?		
0	Your employment with th	e public service		
0	Your time spent in a corre	ectional facility		
0	Your income assistance h	nistory		
0	Child protection and your	th care		
0	Adoption			
0	Community Living BC			
•	Another topic (please exp	olain)		
	details about the records later in	the application.	records you're looking for. You'll be able to provide	e more
G	o back Cor	ntinue		

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Getting Started Your Request Contact Info Review & Submit

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Go back

Continue

More information

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For rec	Be as specific as possible. A good description of records will include key words, file types and the purpose that the records may have been created for. For example: "Briefing notes prepared for the minister on a specific topic." Requesting "any and all records" can result in a high volume of unnecessary records. You can include record or file numbers, include previous Freedom of Information request numbers, if you know them, to help us find the right records. You can browse the Open Information catalogue to see examples of other requests.								
What tir	ne frame sh	ould we	search?		To:				
i Be	as specific as pos	sible. Limiting	the time frame of you	ur request will help	us get the reco	ords to you fa	ster.		
Go I	oack	Continu	e						



Getting Started	Your Request	Contact Info	Review & Submit
detung Started	tour nequest	Contact into	neview a Subillit

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Phone number (secondary):	City:	Province/State:
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Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

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Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
C Electronic records (on				
O Physical records (in pa	,			
Other Please explain:				

Go back



Gett	ing Started	Your Request		Contact Info	Review & Submit
Review	your reques	st	Ministry/Agency	•	
Your name:	First	Last	Your request top	pic:	
Email address:			Your request des	scription:	
Phone number: (primary)					
Phone number: (secondary)					
Address:					
City:					
Province:			Date range:	From	То
Postal Code:				110111	
		30	1		

Submit

✓ I'm not a robot



Getting Started Your Request Contact Info Review & Submit

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More information

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 & agencies
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Contact information

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Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

ACHILD

VERIFY: A CHILD



Getting Started Your Request Contact Info Review & Submit

To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Do you have proof of guardianship of the child?

O Yes

O No

Go back

Continue

More information

What is proof of guardianship?

Proof of guardianship may include a court order, declaration form, or similar legal document. If you aren't sure if you have the right documentation, <u>visit our</u> website to find out more.

Contact information

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Getting Started Your Request Contact Info Review & Submit

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Do you have proof of guardianship of the child?

- Yes
- O No

Go back

Continue

More information

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O Yes

No

Go back

Continue

More information

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Do you have proof of guardianship of the child?

- O Yes
- No

Go back

Continue



You must have proof of guardianship to access records about a child. If you don't have it, please <u>visit our website</u> to view your options. You may complete and sign a <u>Guardian Declaration Form</u> in order to establish your right to access the requested records.

More information

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BRITISH COLUMBIA Request records from the B.C. government

Getting Started	Your Request	Contact Info	Review & Submit
You're requesting reco	ords about a child. Wh	nat is the child's full legal n	ame?
First name:		Middle name:	
Last name:		Also known as:	
What is the child's d	ate of birth?	Attach copy of proof of	guardianship: Upload

Go back



Getting Started	Your Request	Contact Info	Review & Submit
Verify your identity			
First name:		Middle name:	
Last name:		Also known as:	
Your date of birth:		Business/Organization Name:	



Why do we need this information? To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Go back

REQUEST: A CHILD



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Children and Family Development

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



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More information

Is some information already available?

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Getting Started	Your Request	Contact I	nfo	Review & Submit
Describe the records yo	ou are looking for:			
For example: "Briefing notes precords. You can include records."	good description of records will include ke orepared for the minister on a specific top ord or file numbers, include previous Freed Open Information catalogue to see examp	ic." Requesting "any and a lom of Information request	ll records" can result i	n a high volume of unnecessary
What time frame should	d we search?			
From:		То:		
Be as specific as possible.	Limiting the time frame of your request	will help us get the reco	rds to you faster.	
Go back C	ontinue			

CONTACT



Getting Started	Your Request	Contact Info	Review & Submit
dotting otal tod	Tour Hoquot		TICTICTI & GUDITIIL

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Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back

REVIEW & SUBMIT



Getti	ing Started	Your Request		Contact Info		Review & Submit
Review	your request	I	Ministry/Agency:			
Your name:						
Email address:	First	Last	Child's name:	First	Last	
Phone number: (primary)			Date of Birth: Your request top	pic:		
Phone number: (secondary)			Your request de	scription:		
Address:						
City:						
Province:						
Postal Code:			Date range:			
				From		То



Submit



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ANOTHER PERSON

VERIFY: ANOTHER PERSON



Getting Started

Your Request

Contact Info

Review & Submit

To make sure we give personal information only to a person who has the right to access it, we need to verify your right to access the person's records.

More information

Do you have permission to access records on behalf of this person?

O Yes

O No

Go back

Continue

How do I get permission to access someone's records?

You must have permission to access records on someone else's behalf.

Each ministry or agency has a unique form which you must fill out and have the person sign.

 Ministry authorization for release forms

For more information about authorization and consent, please review the <u>resources on our website</u>.



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 Ministry authorization for release forms

For more information about authorization and consent, please review the <u>resources on our website</u>.



Getting Started Your Request Contact Info Review & Submit

To make sure we give personal information only to a person who has the right to access it, we need to verify your right to access the person's records.

Do you have permission to access records on behalf of this person?

O Yes

No

Go back

Continue

More information

How do I get permission to access someone's records?

You must have permission to access records on someone else's behalf.

Each ministry or agency has a unique form which you must fill out and have the person sign.

 Ministry authorization for release forms

For more information about authorization and consent, please review the <u>resources on our website</u>.



Getting Started Your Request Contact Info Review & Submit

To make sure we give personal information only to a person who has the right to access it, we need to verify your right to access the person's records.

Do you have permission to access records on behalf of this person?

- O Yes
- No

Go back

Continue



You must have permission to access records on someone else's behalf. Each ministry or agency has a unique form which you must fill out and have the person sign. For more information about authorization and consent, please review the resources on our website.

More information

How do I get permission to access someone's records?

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 Ministry authorization for release forms

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Contact information

Information Access Operations can answer your questions about requesting records from government.

Phone: 250-387-1321 **Fax:** 250-387-9843

Emails: FOI.Requests@gov.bc.ca



BRITISH COLUMBIA Request records from the B.C. government

Getting Started	Your Request	Contact Info	Review & Submit
You're requesting record the person's full legal na	•	son. What is	
First name:		Middle name:	
Last name:		Also known as:	
What is the person's d	ate of birth?	Attach signed consent or	
			Upload

Go back



Getting Started	Your Request	Contact Info	Review & Submit
Verify your identity			
First name:		Middle name:	
Last name:		Also known as:	
Your date of birth:		Business/Organization Name:	



Why do we need this information? To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the records.

Go back

REQUEST: ANOTHER PERSON



Getting Started	Your Request	Contact Info	Review & Submit
You're requesting reco	ords about another person	n. What	
The person's emplo	syment with the public service		
The person's time s	spent in a correctional facility		
The person's incom	ne assistance history		
O Child protection an	d youth care		
Adoption			

O Community Living BC

Another topic (please explain)

The more specific your topic, the quicker we will be able to find the records you're looking for. You'll be able to provide more details about the records later in the application.

Go back

BC PSA



Getting Started	Your Request	Contact Info	Review & Submit
-----------------	--------------	--------------	-----------------

You're requesting records about another person. What topic are you requesting records about?

•	The person's employment with the public service
0	The person's time spent in a correctional facility
0	The person's income assistance history
	Child protection and youth care

\cup	Crilla	protection	anu	youth	Care

Adoption)
----------	---

O Commu	ınity	Living	BC
---------	-------	--------	----

0	Another	topic	(please	explain
---	---------	-------	---------	---------

The more specific your topic, the quicker we will be able to find the records you're looking for. You'll be able to provide more details about the records later in the application.

Go back



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The BC Public Service Agency

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.

①

Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

This list only includes <u>BC</u> government ministries and <u>agencies</u>. Other organizations, including Crown Corporations (like ICBC, BC Transit, or BC Ferries), have their own record request processes.

What is a record?

Records are any thing on which information is recorded or stored. They can be graphic, electronic, mechanical or any other means, and include books, documents, maps, drawings, letters, vouchers and papers.



Getting Started	Your Request		Contact Inf	ō	Review & Sul	bmit
Describe the records y	ou are looking for:					
For example: "Briefing notes records. You can include rec	A good description of records we prepared for the minister on a cord or file numbers, include presented to the cord or file numbers.	specific topic." Req evious Freedom of In	uesting "any and all i formation request nu	records" can result	t in a high volume of unn	ecessary
BC Public Service Employee	Number (if known):					
What time frame shou	d we search?					
From:			То:			
Be as specific as possible.	Limiting the time frame of ye	our request will help	o us get the records	s to you faster.		
Go back	Continue					

Disclaimer Privacy Accessibility Copyright



Getting Started	Your Request	Contact Info	Review & Submit
detung Started	Tour nequest	Contact into	neview a Subillit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

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- O Physical records (in paper)
- O Other

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Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Getti	ing Started	Your Request		Contact Info	Revi	iew & Submit
			Ministry/Agency	/:		
Review	your request		BC Public Ser	rvice Agency		
Your name:			Your request top	pic:		
Tour Harrie.	First		Employment	with the BC Public Service		
Email address:			Your request des	scription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:			
				From	To	
Postal Code:			BC Public Serv	ice Employee Number		
	✓ I'm not a robo	ot C				
	•	reCAPTCHA				Submit



Getting Started Your Request Contact Info Review & Submit

Your request has been submitted to the central intake team for processing.

Confirmation will be sent to the email or address you provided within 1-2 business days. This time might be longer depending on volume. If you have not received a response, please contact us by telephone at 250-387-1321. Please do not submit a duplicate request.

Most requests are filled within 30 business days. We will work with you to provide you with copies of the records. Some information may not be disclosed in order to prevent harms, including protecting personal privacy or cabinet confidences.

Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Change of address

- Please inform us as soon as possible if your address or contact information changes so that we can get in contact with you.
- → Return to Freedom of Information on gov.bc.ca
- → Submit the same request to a different ministry
- → Submit a new request

More information

Learn more about:

- BC Government's ministries
 & agencies
- Open Information
- Open Data
- FOIPPA

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Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

CORRECTIONAL



Review & Submit

Getti	ng Started		Your Request		Contact Info	
	equesting rec e you request		out another perrous	erson. What		
0	The person's emp	loyment wi	th the public servic	е		
•	The person's time	spent in a	correctional facility			
0	The person's inco	me assista	nce history			
0	Child protection a	nd youth c	are			
0	Adoption					
0	Community Living	j BC				
0	Another topic (ple	ase explair	n)			
	The more specific you details about the recor	, ,		d the records you're l	looking for. You'll be able to	provide more
Go	o back	Contin	ue			

Privacy Accessibility Disclaimer Copyright



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Public Safety and Solicitor General

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.

①

Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

This list only includes <u>BC</u> government ministries and <u>agencies</u>. Other organizations, including Crown Corporations (like ICBC, BC Transit, or BC Ferries), have their own record request processes.

What is a record?

Records are any thing on which information is recorded or stored. They can be graphic, electronic, mechanical or any other means, and include books, documents, maps, drawings, letters, vouchers and papers.



Getting Started	Your Red	quest	Contact Info		Review & Submit	
Describe the records	you are looking f	or:				
For example: "Briefing no records. You can include		er on a specific topic." Re ude previous Freedom of	questing "any and all reco Information request numbe	rds" can result in a	is may have been created for. It high volume of unnecessary Item, to help us find the right	
BC Correctional Service	Number (if known):					
What time frame sho	ould we search?					
From:			To:			
Be as specific as possi	ble. Limiting the time fram	ne of your request will he	elp us get the records to	you faster.		
Go back	Continue					

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Getting Started	Your Request	Contact Info	Review & Submit
detung Started	Tour nequest	Contact into	neview a Subillit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- Physical records (in paper)
- O Other

Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Getti	ing Started	Your Request		Contact Info	Review	& Submit
			Ministry/Agency	/:		
Review	your request		Ministry of Pu	ublic Safety and Solicitor Ger	neral	
Your name:			Your request top	a BC Correctional Service		
Email address:	First	Last	Your request des	scription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:	From	To	
Postal Code:			BC Correctiona	Il Service Number		
	✓ I'm not a rob	necapticha.			5	Submit



Getting Started Your Request Contact Info Review & Submit

Your request has been submitted to the central intake team for processing.

Confirmation will be sent to the email or address you provided within 1-2 business days. This time might be longer depending on volume. If you have not received a response, please contact us by telephone at 250-387-1321. Please do not submit a duplicate request.

Most requests are filled within 30 business days. We will work with you to provide you with copies of the records. Some information may not be disclosed in order to prevent harms, including protecting personal privacy or cabinet confidences.

Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Change of address

- Please inform us as soon as possible if your address or contact information changes so that we can get in contact with you.
- → Return to Freedom of Information on gov.bc.ca
- → Submit the same request to a different ministry
- → Submit a new request

More information

Learn more about:

- BC Government's ministries
 & agencies
- Open Information
- Open Data
- FOIPPA

Contact information

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Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

INCOME ASSISTANCE



Review & Submit

Getti	ng Started		Your Request		Contact Info			
	equesting rec e you request		out another perrous rds about?	rson. What				
0	The person's employment with the public service							
0	The person's time spent in a correctional facility							
•	The person's income assistance history							
0	Child protection a	and youth c	are					
0	Adoption							
0	Community Living	g BC						
0	Another topic (ple	ase explair	n)					
	The more specific you details about the recor	, ,	cker we will be able to find application.	I the records you're I	looking for. You'll be able	to provide more		
Go	o back	Contin	ue					

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Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Social Development and Poverty Reduction

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

This list only includes <u>BC</u> government ministries and <u>agencies</u>. Other organizations, including Crown Corporations (like ICBC, BC Transit, or BC Ferries), have their own record request processes.

What is a record?

Records are any thing on which information is recorded or stored. They can be graphic, electronic, mechanical or any other means, and include books, documents, maps, drawings, letters, vouchers and papers.



	Getting Started		Your Request		Contact In	fo	Review & Submit		
Des	Describe the records you are looking for:								
(i)	For example: "Briefin records. You can incl	g notes prepared ude record or file	d for the minister on a spec	cific topic." Requ is Freedom of Inf	esting "any and all ormation request n	records" can result i	ords may have been created for. n a high volume of unnecessary them, to help us find the right		
Wha	at time frame s	hould we	search?		То:				
(i)	Be as specific as po	ossible. Limiting	the time frame of your r	request will help	us get the record	ls to you faster.			
	Go back	Contin	ue						

Disclaimer Privacy Accessibility Copyright



Getting Started	Your Request	Contact Info	Review & Submit
detung Started	Tour nequest	Contact into	neview a Subillit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

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- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

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- Physical records (in paper)
- O Other

Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Getti	ing Started	Your Request		Contact Info		Review & Submit	
Review	your request		Ministry/Agency:	cial Development and Pove	erty Reduc	etion	_
Your name:	First	Last	Your request top	sistance history			_
Email address:			Your request des	cription:			
Phone number: (primary)							
Phone number: (secondary)							
Address:							
City:							
Province:			Date range:	From		То	
Postal Code:				7.10111			

✓ I'm not a robot



Submit



Getting Started Your Request Contact Info Review & Submit

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Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Change of address

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More information

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 & agencies
- Open Information
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Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

YOUTH CARE



Request records from the B.C. government

Review & Submit

Getti	ng Started		Your Request		Contact Info			
	equesting re e you reques		out another per rds about?	son. What				
0	The person's employment with the public service							
0	The person's time spent in a correctional facility							
0	The person's income assistance history							
•	Child protection	and youth ca	are					
0	Adoption							
0	O Community Living BC							
0	Another topic (p	lease explain)					
	details about the red	cords later in the a		the records you're l	ooking for. You'll be able to	o provide more		
G	o back	Contin	ue					

Privacy Accessibility Disclaimer Copyright



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Children and Family Development

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

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What is a record?

Records are any thing on which information is recorded or stored. They can be graphic, electronic, mechanical or any other means, and include books, documents, maps, drawings, letters, vouchers and papers.



Gett	ing Started		Your Request		Contact	Info		Review & Subm	it
Describ	e the record	ds you are	e looking for:						
For rec	Be as specific as possible. A good description of records will include key words, file types and the purpose that the records may have been created for. For example: "Briefing notes prepared for the minister on a specific topic." Requesting "any and all records" can result in a high volume of unnecessary records. You can include record or file numbers, include previous Freedom of Information request numbers, if you know them, to help us find the right records. You can browse the Open Information catalogue to see examples of other requests.								
What tir	ne frame sh	ould we	search?		To:				
i Be	as specific as pos	sible. Limiting	the time frame of you	ur request will help	us get the reco	ords to you fa	ster.		
Go I	oack	Continu	e						



Getting Started	Your Request	Contact Info	Review & Submit
detung Started	Tour nequest	Contact into	neview a Subillit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

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Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- Physical records (in paper)
- O Other

Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
C Electronic records (on				
O Physical records (in pa	,			
Other Please explain:				

Go back



Getting Started Your Requ	uest Contact Info Review & Submit
	Ministry/Agency:
Review your request	Ministry of Children and Family Development
Your name:	Your request topic:
First Last	Your request description:
Email address:	
Phone number: (primary)	
Phone number: (secondary)	
Address:	
City:	
Province:	Date range:
Postal Code:	From To
	l





Submit



Getting Started Your Request Contact Info Review & Submit

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 & agencies
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Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

ADOPTION



Getting Started

Request records from the B.C. government

Contact Info

Review & Submit

Your Request

You're requesting records about another person. What topic are you requesting records about?
The person's employment with the public service
The person's time spent in a correctional facility
The person's income assistance history
O Child protection and youth care
Adoption
O Community Living BC
O Another topic (please explain)
The more specific your topic, the quicker we will be able to find the records you're looking for. You'll be able to provide more details about the records later in the application.
Go back Continue

Disclaimer Privacy Accessibility Copyright



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Children and Family Development

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

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Go back

Continue

More information

Is some information already available?

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- Data BC Catalogue

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What is a record?

Records are any thing on which information is recorded or stored. They can be graphic, electronic, mechanical or any other means, and include books, documents, maps, drawings, letters, vouchers and papers.



	Getting Started		Your Request		Contact	Info	Review & Submit	
Desc	Describe the records you are looking for:							
Be as specific as possible. A good description of records will include key words, file types and the purpose that the records may have been created for. For example: "Briefing notes prepared for the minister on a specific topic." Requesting "any and all records" can result in a high volume of unnecessary records. You can include record or file numbers, include previous Freedom of Information request numbers, if you know them, to help us find the right records. You can browse the Open Information catalogue to see examples of other requests.								
Wha	t time frame sl	hould we	search?		To:			
Be as specific as possible. Limiting the time frame of your request will help us get the records to you faster.								
	Go back	Contin	ue					

Getting Started Your Request Contact Info Review & Submit

Adoptive Parents

This information is optional, but it will help us to find the right records faster.

Adoptive Mother or Guardian	Adoptive Father or Guardian
First Name	First Name
Last Name	Last Name

Go back



Getting Started	Your Request	Contact Info	Review & Submit
detung Started	Tour nequest	Contact into	neview a Subillit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- Physical records (in paper)
- O Other

Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Getting Started Your Request	Contact Info Review & Submit
Review your request	Ministry/Agency: Ministry of Children and Family Development
Your name: First Last	Your request topic: Adoption Records
Email address:	Your request description:
Phone number: (primary)	
Phone number: (secondary)	
Address:	
City:	
Province:	Date range:
Postal Code:	From To

I'm not a robot



Submit



Getting Started Your Request Contact Info Review & Submit

Your request has been submitted to the central intake team for processing.

Confirmation will be sent to the email or address you provided within 1-2 business days. This time might be longer depending on volume. If you have not received a response, please contact us by telephone at 250-387-1321. Please do not submit a duplicate request.

Most requests are filled within 30 business days. We will work with you to provide you with copies of the records. Some information may not be disclosed in order to prevent harms, including protecting personal privacy or cabinet confidences.

Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Change of address

- Please inform us as soon as possible if your address or contact information changes so that we can get in contact with you.
- → Return to Freedom of Information on gov.bc.ca
- → Submit the same request to a different ministry
- → Submit a new request

More information

Learn more about:

- BC Government's ministries
 & agencies
- Open Information
- Open Data
- FOIPPA

Contact information

Information Access Operations can answer your questions about requesting records from government.

Phone: 250-387-1321 **Fax:** 250-387-9843

Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

COMMUNITY LIVING BC



Review & Submit

Getting Started	Your Request	Contact Info				
You're requesting reco	•	erson. What				
The person's employment with the public service						
O The person's time	The person's time spent in a correctional facility					
The person's incor	The person's income assistance history					
O Child protection ar	O Child protection and youth care					
O Adoption						
Community Living	BC					
O Another topic (plea	ase explain)					
·	topic, the quicker we will be able to find ds later in the application.	d the records you're looking for. You'll be able to provide me	ore			

Privacy Accessibility Disclaimer Copyright

Continue

Go back



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Children and Family Development

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

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What is a record?

Records are any thing on which information is recorded or stored. They can be graphic, electronic, mechanical or any other means, and include books, documents, maps, drawings, letters, vouchers and papers.



Gett	ing Started		Your Request		Contact	Info		Review & Subm	it
Describ	e the record	ds you are	e looking for:						
For rec	Be as specific as possible. A good description of records will include key words, file types and the purpose that the records may have been created for. For example: "Briefing notes prepared for the minister on a specific topic." Requesting "any and all records" can result in a high volume of unnecessary records. You can include record or file numbers, include previous Freedom of Information request numbers, if you know them, to help us find the right records. You can browse the Open Information catalogue to see examples of other requests.								
What tir	ne frame sh	ould we	search?		To:				
i Be	as specific as pos	sible. Limiting	the time frame of you	ur request will help	us get the reco	ords to you fa	ster.		
Go I	oack	Continu	e						



Getting Started	Your Request	Contact Info	Review & Submit
detung Started	Tour nequest	Contact into	neview a Subillit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



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Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Gett	ing Started	Your Request		Contact Info	Review & Submit
Review	your request		Ministry/Agency: Ministry of Ch	ildren and Family Development	t
Your name:	First	Last	Your request top Community Live	ving BC Records	
Email address:			Your request des	cription:	
Phone number: (primary)					
Phone number: (secondary)					
Address:					
City:					
Province:			Date range:	From	То
Postal Code:					
			I		

I'm not a robot



Submit



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ANOTHER TOPIC



Getting Started	Your Request	Contact	Info	Review & Submit
You're requesting recortopic are you requesting	·	on. What		
The person's employ	ment with the public service			
The person's time sp	pent in a correctional facility			
The person's income	e assistance history			
O Child protection and	youth care			
Adoption				

O Community Living BC

Another topic (please explain)

The more specific your topic, the quicker we will be able to find the records you're looking for. You'll be able to provide more details about the records later in the application.

Go back



Getting Started Your Request Contact Info Review & Submit

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Gett	ing Started		Your Request		Contact	Info		Review & Subm	it
Describ	e the record	ds you are	e looking for:						
For rec	Be as specific as possible. A good description of records will include key words, file types and the purpose that the records may have been created for. For example: "Briefing notes prepared for the minister on a specific topic." Requesting "any and all records" can result in a high volume of unnecessary records. You can include record or file numbers, include previous Freedom of Information request numbers, if you know them, to help us find the right records. You can browse the Open Information catalogue to see examples of other requests.								
What tir	ne frame sh	ould we	search?		To:				
i Be	as specific as pos	sible. Limiting	the time frame of you	ur request will help	us get the reco	ords to you fa	ster.		
Go I	oack	Continu	e						



Getting Started	Your Request	Contact Info	Review & Submit
detung Started	Tour nequest	Contact into	neview a Subillit

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Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
C Electronic records (on				
O Physical records (in pa	,			
Other Please explain:				

Go back



Gett	ing Started	Your Request		Contact Info	Review & Submit
Review	your reques	st	Ministry/Agency	•	
Your name:	First	Last	Your request top	pic:	
Email address:			Your request des	scription:	
Phone number: (primary)					
Phone number: (secondary)					
Address:					
City:					
Province:			Date range:	From	То
Postal Code:				110111	
		30	1		

Submit

✓ I'm not a robot



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Mailing Address:

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Victoria BC V8W 9K1

YOURSELF + ANOTHER PERSON

VERIFY: ANOTHER PERSON



Getting Started Your Request Contact Info Review & Submit

You're requesting information about yourself and another person.

To make sure we give personal information only to a person who has the right to access it, we need to verify your right to access the person's records.

Do you have permission to access records on behalf of this person?

O	Yes
	re

O No

Go back

Continue

More information

How do I get permission to access someone's records?

You must have permission to access records on someone else's behalf.

Each ministry or agency has a unique form which you must fill out and have the person sign.

Ministry authorization for release forms

For more information about authorization and consent, please review the <u>resources on our</u> website.

What can I request records about?

You can request records from government ministries or agencies using this service. Crown corporations, school districts, health authorities, police, public colleges, and universities all have separate Freedom of Information (FOI) processes. If you are seeking medical records, please contact your physician.



Getting Started Your Request Contact Info Review & Submit

You're requesting information about yourself and another person.

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Do you have permission to access records on behalf of this person?

Yes

O No

Go back

Continue

More information

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To make sure we give personal information only to a person who has the right to

Do you have permission to access records on behalf of this person?

O Yes

No

Go back

Continue

access it, we need to verify your right to access the person's records.

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Getting Started Your Request Contact Info Review & Submit

You're requesting information about yourself and another person.

To make sure we give personal information only to a person who has the right to access it, we need to verify your right to access the person's records.

Do you have permission to access records on behalf of this person?

O Yes

No

Go back

Continue



You must have proof of guardianship to access records about a child. If you don't have it, please <u>visit our website</u> to view your options. You may complete and sign a <u>Guardian Declaration Form</u> in order to establish your right to access the requested records.

If you do not have the necessary documentation to request records about another person, you may still proceed with a request for records about yourself.

More information

How do I get permission to access someone's records?

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Emails: FOI.Requests@gov.bc.ca



BRITISH COLUMBIA Request records from the B.C. government

Getting Started	Your Request	Contact Info	Review & Submit
You're requesting records person. What is the other	•		
First name:	Mic	ddle name:	
Last name:	Als	so known as:	
What is the person's da	te of birth? Att	ach signed consent or	proof of authority: Upload

Go back



Getting Started	Your Request	Contact Info	Review & Submit
Verify your identity			
First name:		Middle name:	
Last name:		Also known as:	
Your date of birth:		Business/Organization Name:	



Why do we need this information? To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the records.

Go back

REQUEST: ANOTHER PERSON



Review & Submit

Getti	ng Started	Your Reque	st	Contact Info	
		rds about yourse you requesting			
0	Employment with the	ne public service			
0	Time spent in a cor	rectional facility			
0	Income assistance	history			
0	Child protection and	d youth care			
0	Adoption				
0	Community Living I				
0	The more specific your to details about the records	opic, the quicker we will be ab	e to find the records you're	looking for. You'll be able to pro	ovide more
Go	o back	Continue			

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BC PSA



Getting Started

Request records from the B.C. government

Contact Info

Review & Submit

Your Request

You're requesting records about yourself and another person. What topic are you requesting records about?
Employment with the public service
Time spent in a correctional facility
O Income assistance history
O Child protection and youth care
Adoption
O Community Living BC
O Another topic (please explain)
The more specific your topic, the quicker we will be able to find the records you're looking for. You'll be able to provide more details about the records later in the application.
Go back Continue

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Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The BC Public Service Agency

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.

①

Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

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Describe the records	you are loc	king for:						
Be as specific as possible. For example: "Briefing note records. You can include re records. You can browse the	es prepared for the cord or file numbe	e minister on a specific ers, include previous Fi	topic." Reques reedom of Infor	ting "any and ali mation request r	l records" can re	esult in a h	igh volume of unn	ecessary
BC Public Service Employe	ee Number (it	known):						
What time frame shou	ıld we sear	ch?						
From:				То:				
Be as specific as possible	e. Limiting the tin	ne frame of your requ	uest will help u	s get the record	ds to you faste	r.		
Go back	Continue							

Disclaimer Privacy Accessibility Copyright



Getting Started	Your Request	Contact Info	Review & Submit

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Go back



Getting Started Your Request Contact Info Review & Submit

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Go back



Getting Started Your Request Contact Info Review & Submit

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Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
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O Physical records (in pa	,			
Other Please explain:]	

Go back



Getti	ing Started	Your Request		Contact Info	Review 8	& Submit
Review	your request		Ministry/Agency BC Public Ser			
Your name:			Your request top	vith the BC Public Service		
Email address:	First	Last	Your request des	scription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:	From	To	
Postal Code:			BC Public Servi	ce Employee Number		
	✓ I'm not a robo	ot reCAPTCHA			S	ubmit



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CORRECTIONAL



Review & Submit

Getti	ng Started	Your Request		Contact Info	
		s about yourself ar ou requesting reco			
0	Employment with the	public service			
•	Time spent in a correct	tional facility			
0	Income assistance his	tory			
0	Child protection and y	outh care			
0	Adoption				
0	Community Living BC				
0	Another topic (please	explain)			
Go	details about the records late	c, the quicker we will be able to fine er in the application. Continue	d the records you're l	ooking for. You'll be able to pr	rovide more

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Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Public Safety and Solicitor General

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.

①

Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

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Getting Started	Your Red	quest	Contact Info		Review & Submit	
Describe the records	you are looking f	or:				
For example: "Briefing no records. You can include	otes prepared for the ministe	er on a specific topic." Re ude previous Freedom of	questing "any and all recor Information request numbe	rds" can result in a	is may have been created for. In high volume of unnecessary Item, to help us find the right	
BC Correctional Service	Number (if known):					
What time frame sho	ould we search?					
From:			To:			
Be as specific as possi	ble. Limiting the time fram	ne of your request will he	elp us get the records to	you faster.		
Go back	Continue					

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How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Gett	ing Started	Your Request		Contact Info		Review & Submit
			Ministry/Agency	<i>/</i> :		
Review	your request		Ministry of Po	ublic Safety and Solicitor G	eneral	
Your name:			Your request top			
	First	Last		a BC Correctional Service		
Email address:			Your request de	scription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:	Fro vo		To
Postal Code:			BC Corrections	From I Service Number		То
	✓ I'm not a robot	reCAPTCHA				Submit

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INCOME ASSISTANCE



Review & Submit

Getti	ng Started	Your Request		Contact Info				
		s about yourself an						
0	Employment with the public service							
0	Time spent in a correctional facility							
•	Income assistance history							
0	Child protection and youth care							
0) Adoption							
0	Community Living BC							
0	Another topic (please e	xplain)						
Go	details about the records later	the quicker we will be able to find in the application.	the records you're l	looking for. You'll be able to pr	rovide more			



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Social Development and Poverty Reduction

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

This list only includes <u>BC</u> government ministries and <u>agencies</u>. Other organizations, including Crown Corporations (like ICBC, BC Transit, or BC Ferries), have their own record request processes.

What is a record?

Records are any thing on which information is recorded or stored. They can be graphic, electronic, mechanical or any other means, and include books, documents, maps, drawings, letters, vouchers and papers.



	Getting Started		Your Request		Contact In	fo	Review & Submit		
Des	Describe the records you are looking for:								
(i)	For example: "Briefin records. You can incl	g notes prepared ude record or file	d for the minister on a spec	cific topic." Requ is Freedom of Inf	esting "any and all ormation request n	records" can result i	ords may have been created for. n a high volume of unnecessary them, to help us find the right		
Wha	at time frame s	hould we	search?		То:				
Be as specific as possible. Limiting the time frame of your request will help us get the records to you faster.									
	Go back	Contin	ue						

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Getting Started	Your Request	Contact Info	Review & Submit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

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- O Physical records (in paper)
- O Other

Go back



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- O Electronic records (on a CD)
- Physical records (in paper)
- O Other

Go back



Getting Started	Your Request	Contact	Info	Review & Submit		
How would you like to r	receive vour records?					
C Electronic records (on						
O Physical records (in pa	,					
Other Please explain:						

Go back



Gett	ing Started	Your Request		Contact Info		Review & Submit
Review	your reques	st .	Ministry/Agency:	cial Development and Pove	erty Reduct	tion
Your name:	First	Last	Your request top	sistance history		
Email address:			Your request des	cription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:	From		То
Postal Code:						

✓ I'm not a robot



Submit



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Most requests are filled within 30 business days. We will work with you to provide you with copies of the records. Some information may not be disclosed in order to prevent harms, including protecting personal privacy or cabinet confidences.

Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Change of address

- Please inform us as soon as possible if your address or contact information changes so that we can get in contact with you.
- → Return to Freedom of Information on gov.bc.ca
- → Submit the same request to a different ministry
- → Submit a new request

More information

Learn more about:

- BC Government's ministries
 & agencies
- Open Information
- Open Data
- FOIPPA

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Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

YOUTH CARE



Review & Submit

Getting	g Started		Your Request		Contact Info			
You're requesting records about yourself and another person. What topic are you requesting records about?								
O E	Employment with the public service							
ОТ	Time spent in a correctional facility							
O Ir	Income assistance history							
o 0	Child protection and youth care							
O A	Adoption							
0 0	Community Living BC							
O A	nother topic (pl	ease explain)					
			application.	I the records you're I	looking for. You'll be able to	provide more		
 Child protection and youth care Adoption Community Living BC Another topic (please explain) The more specific your topic, the quicker we will be able to find the records you're looking for. You'll be able to provide details about the records later in the application.								

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Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Children and Family Development

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



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Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

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What is a record?

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Gett	ing Started		Your Request		Contact	Info		Review & Subm	it
Describ	e the record	ds you are	e looking for:						
For rec	example: "Briefing ords. You can includ	notes prepared de record or file	for the minister on a s	pecific topic." Requious Freedom of In	lesting "any and lo formation reques	all records" ca	n result in a	s may have been create high volume of unnece em, to help us find the r	ssary
What tir	ne frame sh	ould we	search?		To:				
i Be	as specific as pos	sible. Limiting	the time frame of you	ur request will help	us get the reco	ords to you fa	ster.		
Go I	oack	Continu	e						



Getting Started	Your Request	Contact Info	Review & Submit

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Phone number (primary):	Address:	
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Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



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- Physical records (in paper)
- O Other

Go back



Getting Started	Your Request	Contact Info		Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Gett	ing Started	Your Request		Contact Info	Rev	iew & Submit
Review	your request		Ministry/Agency Ministry of Ch	: ildren and Family Developn	nent	
Your name:	First	Last	Your request top			
Email address:			Your request des	scription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:	From	To	
Postal Code:				FIOIII	10	





Submit



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Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

ADOPTION



Review & Submit

Getti	ng Started		Your Request		Contact Info			
	equesting reco							
0	Employment with the public service							
0	Time spent in a correctional facility							
0	Income assistance	history						
0	Child protection ar	nd youth car	re .					
•	Adoption							
0	O Community Living BC							
0	Another topic (plea	ase explain)						
Go	The more specific your details about the record		oplication.	the records you're I	looking for. You'll be able to	provide more		

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Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Children and Family Development

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

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Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

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Gett	ing Started		Your Request		Contact	Info		Review & Subm	it
Describ	e the record	ds you are	e looking for:						
For rec	example: "Briefing ords. You can includ	notes prepared de record or file	for the minister on a s	pecific topic." Requious Freedom of In	lesting "any and lo formation reques	all records" ca	n result in a	s may have been create high volume of unnece em, to help us find the r	ssary
What tir	ne frame sh	ould we	search?		To:				
i Be	as specific as pos	sible. Limiting	the time frame of you	ur request will help	us get the reco	ords to you fa	ster.		
Go I	oack	Continu	e						

Getting Started Your Request Contact Info Review & Submit

Adoptive Parents

This information is optional, but it will help us to find the right records faster.

Adoptive Mother or Guardian	Adoptive Father or Guardian
First Name	First Name
Last Name	Last Name

Go back



Getting Started	Your Request	Contact Info	Review & Submit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

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- O Physical records (in paper)
- O Other

Go back



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- O Other

Go back



Getting Started	Your Request	Contact Info		Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Gett	ing Started	Your Reque	est		Contact Info		Review & Submit
Review	your reques	st		Ministry/Agency: Ministry of Chi	ildren and Family Deve	elopment	
Your name:	First	Last		Your request topi			
Email address:				Your request desc	cription:		
Phone number: (primary)							
Phone number: (secondary)							
Address:							
City:							
Province:				Date range:	From		То
Postal Code:							
			1				

✓ I'm not a robot

Submit



Getting Started Your Request Contact Info Review & Submit

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Time extensions

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Change of address

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- → Submit a new request

More information

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 & agencies
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- Open Data
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Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

COMMUNITY LIVING BC



Review & Submit

Getti	ng Started	Your Request		Contact Info		
		ds about yourself a you requesting rec				
0	Employment with the public service					
0	Time spent in a correctional facility					
0	Income assistance h	istory				
0	O Child protection and youth care					
0	Adoption					
•	Community Living Bo	C				
0	Another topic (please	e explain)				
	details about the records la		nd the records you're	looking for. You'll be able	to provide more	
Go	o back	Continue				



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

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If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



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Go back

Continue

More information

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- Data BC Catalogue

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	Getting Started		Your Request		Contact	Info		Review & Submit	t
Desc	cribe the recor	ds you ar	e looking for:						
(i)	For example: "Briefing records. You can inclu	g notes prepare ide record or fil	d for the minister on a sp	pecific topic." Requ ous Freedom of In	lesting "any and a formation reques	all records" ca	n result in a	s may have been created high volume of unnecess em, to help us find the rig	sary
Wha	t time frame sl	hould we	search?		To:				
(i)	Be as specific as po	ssible. Limiting	g the time frame of you	r request will help	us get the reco	ords to you fas	ster.		
	Go back	Contin	ue						



Getting Started	Your Request	Contact Info	Review & Submit

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Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

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Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Getti	ng Started	Your Request		Contact Info		Review & Submit
Review	your request		Ministry/Agency: Ministry of Child	dren and Family Developn	nent	
Your name:	First	Last	Your request topic	ing BC Records		
Email address:			Your request desc	ription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:			Data was a [
Province:			Date range:	From		То
Postal Code:						

✓ I'm not a robot



Submit



Getting Started Your Request Contact Info Review & Submit

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Mailing Address:

PO Box 9569 Stn Prov Govt

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ANOTHER TOPIC



Review & Submit

Getti	ng Started	Your Request		Contact Info		
		ds about yourself a				
0	Employment with the public service					
0	Time spent in a correct	ctional facility				
0	Income assistance his	story				
0	Child protection and y	outh care				
0	Adoption					
0	Community Living BC	;				
•	Another topic (please	explain)				
	The more specific your topi details about the records la	c, the quicker we will be able to fir ter in the application.	d the records you're l	looking for. You'll be able to	o provide more	
Go	o back (Continue				



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?



Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

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Go back

Continue

More information

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	Getting Started		Your Request		Contact	Info		Review & Submit	t
Desc	cribe the recor	ds you ar	e looking for:						
(i)	For example: "Briefing records. You can inclu	g notes prepare ide record or fil	d for the minister on a sp	pecific topic." Requ ous Freedom of In	lesting "any and a formation reques	all records" ca	n result in a	s may have been created high volume of unnecess em, to help us find the rig	sary
Wha	t time frame sl	hould we	search?		To:				
(i)	Be as specific as po	ssible. Limiting	g the time frame of you	r request will help	us get the reco	ords to you fas	ster.		
	Go back	Contin	ue						



Getting Started	Your Request	Contact Info	Review & Submit

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Phone number (secondary):	City:	Province/State:
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Go back



Getting Started Your Request Contact Info Review & Submit

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- O Other

Go back



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Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back



Gett	ing Started	Your Request		Contact Info	Review & Submit
Review	your reques	st .	Ministry/Agency	-	
Your name:	First	Last	Your request top	pic:	
Email address:			Your request des	scription:	
Phone number: (primary)					
Phone number: (secondary)					
Address:					
City:					
Province:			Date range:	From	То
Postal Code:				110111	

Submit

✓ I'm not a robot



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Victoria BC V8W 9K1

YOURSELF + ACHILD

VERIFY: A CHILD



Getting Started Your Request Contact Info Review & Submit

You're requesting information about yourself and a child.

To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Do you have proof of guardianship of the child?

\bigcirc	Yac
	103

O No

Go back

Continue

More information

What is proof of guardianship?

Proof of guardianship may include a court order, declaration form, or similar legal document. If you aren't sure if you have the right documentation, <u>visit our</u> website to find out more.

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Do you have proof of guardianship of the child?

Yes

O No

Go back

Continue

More information

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O Yes

No

Go back

Continue

More information

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Getting Started Your Request Contact Info Review & Submit

You're requesting information about yourself and a child.

To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Do you have proof of guardianship of the child?

- O Yes
- No

Go back

Continue



You must have proof of guardianship to access records about a child. If you don't have it, please <u>visit our website</u> to view your options. You may complete and sign a <u>Guardian Declaration Form</u> in order to establish your right to access the requested records.

If you do not have the necessary documentation to request records about a child, you may still proceed with a request for records about yourself.

More information

What is proof of guardianship?

Proof of guardianship may include a court order, declaration form, or similar legal document. If you aren't sure if you have the right documentation, <u>visit our</u> website to find out more.

Contact information

Information Access Operations can answer your questions about requesting records from government.

Phone: 250-387-1321 **Fax:** 250-387-9843

Emails: FOI.Requests@gov.bc.ca



BRITISH COLUMBIA Request records from the B.C. government

Getting Started	Your Request	Contact Info	Review & Submit
You're requesting reconame?	rds about yourself an	d a child. What is the child	d's full legal
First name:		Middle name:	
Last name:		Also known as:	
What is the child's da	ate of birth?	Attach copy of proof of	guardianship: Upload

Go back



Getting Started	Your Request		Contact Info	Review & Subm	nit		
Verify your identity							
voing your lability							
First name:			Middle name:				
		l					
Last name:			Also known as:				
		L					
Your date of birth:		,	Business/Organization Name:				



Why do we need this information? To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Go back

REQUEST: A CHILD



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

Based on the topic of your request, your request will be sent to:

The Ministry of Children and Family Development

If this is not the correct ministry or agency to send your request, please specify the correct ministry/agency from the list below.



Select one ministry or agency. You may submit another separate FOI Request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Data BC Catalogue

Why aren't some organizations listed?

This list only includes <u>BC</u> government ministries and <u>agencies</u>. Other organizations, including Crown Corporations (like ICBC, BC Transit, or BC Ferries), have their own record request processes.

What is a record?

Records are any thing on which information is recorded or stored. They can be graphic, electronic, mechanical or any other means, and include books, documents, maps, drawings, letters, vouchers and papers.



Getting Started	Your Request	Contact I	nfo	Review & Submit
Describe the records yo	ou are looking for:			
For example: "Briefing notes precords. You can include records."	good description of records will include ke orepared for the minister on a specific top ord or file numbers, include previous Freed Open Information catalogue to see examp	ic." Requesting "any and a lom of Information request	ll records" can result i	n a high volume of unnecessary
What time frame should	d we search?			
From:		То:		
Be as specific as possible.	Limiting the time frame of your request	will help us get the reco	rds to you faster.	
Go back C	ontinue			

CONTACT



Getting Started	Your Request	Contact Info	Review & Submit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- Electronic records (on a CD)
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- O Other

Go back



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- O Other

Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back

REVIEW & SUBMIT



Gett	ing Started	Your Request		Contact Info		Review & Submit
Review	your request					
Your name:			Ministry/Agency:	:		
Email address:	First	Last	Child's name:	First	Last	
Phone number: (primary)			Date of Birth: Your request top	oic.		
Phone number: (secondary)			Your request de			
Address:			Tour request de	scription.		
City:						
Province:						
Postal Code:			Date range:	From		То
		_				

Submit

Disclaimer Privacy Accessibility Copyright

✓ I'm not a robot



Getting Started Your Request Contact Info Review & Submit

Your request has been submitted to the central intake team for processing.

Confirmation will be sent to the email or address you provided within 1-2 business days. This time might be longer depending on volume. If you have not received a response, please contact us by telephone at 250-387-1321. Please do not submit a duplicate request.

Most requests are filled within 30 business days. We will work with you to provide you with copies of the records. Some information may not be disclosed in order to prevent harms, including protecting personal privacy or cabinet confidences.

Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Change of address

- Please inform us as soon as possible if your address or contact information changes so that we can get in contact with you.
- → Return to Freedom of Information on gov.bc.ca
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Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

ANOTHER PERSON +

ACHILD

VERIFY: A CHILD



Getting Started Your Request Contact Info Review & Submit

You're requesting information about another person and a child.

To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Do you have proof of guardianship of the child?

0	Yes

O No

Go back

Continue

More information

What is proof of guardianship?

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Do you have proof of guardianship of the child?

Yes

O No

Go back

Continue

More information

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To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Do you have proof of guardianship of the child?

O Yes

No

Go back

Continue

More information

What is proof of guardianship?

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- O Yes
- No

Go back

Continue



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BRITISH COLUMBIA Request records from the B.C. government

Getting Started	Your Request		Contact Info Review				
You're requesting reclegal name?	cords about another pe	erson and a	a child. What is	the child's fu	ıll		
First name:		Middle name:					
Last name:		Also know	n as:				
What is the child's	date of birth?	Attach c	copy of proof of	guardianshi	p: Upload		

Go back

VERIFY: ANOTHER PERSON



You're requesting information about another person and a child.

To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Contact Info

Review & Submit

More information

Do you have permission to access records on behalf of this person?

O Yes

O No

Go back

Continue

How do I get permission to access someone's records?

You must have permission to access records on someone else's behalf.

Each ministry or agency has a unique form which you must fill out and have the person sign.

 Ministry authorization for release forms

For more information about authorization and consent, please review the <u>resources on our website</u>.



Getting Started Your Request Contact Info Review & Submit

You're requesting information about another person and a child.

To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Do you have permission to access records on behalf of this person?

Yes

O No

Go back

Continue

More information

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O Yes

No

Go back

Continue

More information

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Emails: FOI.Requests@gov.bc.ca



BRITISH COLUMBIA Request records from the B.C. government

Getting Started	Your Request	Contact Info	Review & Submit
You're requesting records child. What is the other p	-		
First name:		Middle name:	
Last name:		Also known as:	
What is the person's da	ate of birth?	Attach signed consent or p	proof of authority:
			Upload

Go back



Getting Started	Your Request	Contact Info	Review & Submit
Verify your identity			
First name:		Middle name:	
Last name:		Also known as:	
Your date of birth:		Dusiness (Overesization News)	
Tour date of birtin.		Business/Organization Name:	



Why do we need this information? To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Go back

REQUEST: A CHILD



Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?

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Go back

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More information

Is some information already available?

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Getting Started	Your Request	Contact I	nfo	Review & Submit
Describe the records yo	ou are looking for:			
For example: "Briefing notes precords. You can include records."	good description of records will include ke orepared for the minister on a specific top ord or file numbers, include previous Freed Open Information catalogue to see examp	ic." Requesting "any and a lom of Information request	ll records" can result i	n a high volume of unnecessary
What time frame should	d we search?			
From:		То:		
Be as specific as possible.	Limiting the time frame of your request	will help us get the reco	rds to you faster.	
Go back C	ontinue			

CONTACT



Getting Started	Your Request	Contact Info	Review & Submit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- Physical records (in paper)
- O Other

Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back

REVIEW & SUBMIT



Getting Sta	rted	Your Request		Contact Info	Review & Su	bmit
Review you	r request		Ministry/Agency:			
Your name: First		Last				
Email address:		Last	Child's name:	First	Last	
Phone number: (primary)			Date of Birth: Your request top	pic:		
Phone number: (secondary)			Your request de	scription:		
Address:						
City:						
Province:						
Postal Code:			Date range:	From	То	

Submit

✓ I'm not a robot



Getting Started Your Request Contact Info Review & Submit

Your request has been submitted to the central intake team for processing.

Confirmation will be sent to the email or address you provided within 1-2 business days. This time might be longer depending on volume. If you have not received a response, please contact us by telephone at 250-387-1321. Please do not submit a duplicate request.

Most requests are filled within 30 business days. We will work with you to provide you with copies of the records. Some information may not be disclosed in order to prevent harms, including protecting personal privacy or cabinet confidences.

Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Change of address

- Please inform us as soon as possible if your address or contact information changes so that we can get in contact with you.
- → Return to Freedom of Information on gov.bc.ca
- → Submit the same request to a different ministry
- → Submit a new request

More information

Learn more about:

- BC Government's ministries
 & agencies
- Open Information
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Contact information

Information Access Operations can answer your questions about requesting records from government.

Phone: 250-387-1321 **Fax:** 250-387-9843

Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

YOURSELF, A CHILD, + ANOTHER PERSON

VERIFY: A CHILD



Getting Started Your Request Contact Info Review & Submit

You're requesting information about yourself, another person and a child.

To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Do you have proof of guardianship of the child?

0	Yes

O No

Go back

Continue

More information

What is proof of guardianship?

Proof of guardianship may include a court order, declaration form, or similar legal document. If you aren't sure if you have the right documentation, <u>visit our</u> website to find out more.

Contact information

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To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Do you have proof of guardianship of the child?

Yes

O No

Go back

Continue

More information

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Do you have proof of guardianship of the child?

0	Yes

No

Go back

Continue

More information

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To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Do you have proof of guardianship of the child?

- O Yes
- No

Go back

Continue



You must have proof of guardianship to access records about a child. If you don't have it, please <u>visit our website</u> to view your options. You may complete and sign a <u>Guardian Declaration Form</u> in order to establish your right to access the requested records.

If you do not have the necessary documentation to request records about a child or another person, you may still proceed with a request for records about yourself.

More information

What is proof of guardianship?

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BRITISH COLUMBIA Request records from the B.C. government

Getting Started	Your Request	Contact Info	Review & Submit
You're requesting records child's full legal name?	s about yourself, anot	ther person, and a child. W	hat is the
First name:		Middle name:	
Last name:		Also known as:	
What is the child's date	of birth?	Attach copy of proof of gua	ardianship:

Go back

VERIFY: ANOTHER PERSON



You're requesting information about yourself, another person and a child.

To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Contact Info

Review & Submit

More information

How do I get permission to

Do you have permission to access records on behalf of this person?

O Yes

O No

Go back

Continue

How do I get permission to access someone's records?

You must have permission to access records on someone else's behalf.

Each ministry or agency has a unique form which you must fill out and have the person sign.

 Ministry authorization for release forms



Getting Started Your Request Contact Info Review & Submit

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To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Do you have permission to access records on behalf of this person?

Yes

O No

Go back

Continue

More information

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O Yes

No

Go back

Continue

More information

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- No

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Getting Started	Your Request	Contact Info	Review & Submit
You're requesting record and a child. What is the		•	
First name:		Middle name:	
Last name:		Also known as:	
What is the person's	date of birth?	Attach signed consent or p	oroof of authority: Upload

Go back



Getting Started	Your Request		Contact Info	Review & Subm	nit
Verify your identity					
voing your lability					
First name:			Middle name:		
		l			
Last name:			Also known as:		
		L			
Your date of birth:		,	Business/Organization Name:		



Why do we need this information? To make sure we give personal information about a child only to a person who has the right to access it, we need to verify your right to access the child's records.

Go back

REQUEST: A CHILD



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Getting Started	Your Request	Contact	t Info	Review & Submit		
Describe the records you are looking for:						
Be as specific as possible. A good description of records will include key words, file types and the purpose that the records may have been created for. For example: "Briefing notes prepared for the minister on a specific topic." Requesting "any and all records" can result in a high volume of unnecessary records. You can include record or file numbers, include previous Freedom of Information request numbers, if you know them, to help us find the right records. You can browse the Open Information catalogue to see examples of other requests.						
What time frame shou	ld we search?					
From:		То:				
Be as specific as possible. Limiting the time frame of your request will help us get the records to you faster.						
Go back	Continue					

CONTACT



Getting Started	Your Request	Contact Info	Review & Submit

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Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

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- O Other

Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back

REVIEW & SUBMIT



Getti	ing Started	Your Request		Contact Info		Review & Submit
Review	your request	I	Ministry/Agency:			
Your name:						
Email address:	First	Last	Child's name:	First	Last	
Phone number: (primary)			Date of Birth: Your request top	pic:		
Phone number: (secondary)			Your request de	scription:		
Address:						
City:						
Province:						
Postal Code:			Date range:			
				From		То





Getting Started Your Request Contact Info Review & Submit

Your request has been submitted to the central intake team for processing.

Confirmation will be sent to the email or address you provided within 1-2 business days. This time might be longer depending on volume. If you have not received a response, please contact us by telephone at 250-387-1321. Please do not submit a duplicate request.

Most requests are filled within 30 business days. We will work with you to provide you with copies of the records. Some information may not be disclosed in order to prevent harms, including protecting personal privacy or cabinet confidences.

Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Change of address

- Please inform us as soon as possible if your address or contact information changes so that we can get in contact with you.
- → Return to Freedom of Information on gov.bc.ca
- → Submit the same request to a different ministry
- → Submit a new request

More information

Learn more about:

- BC Government's ministries
 & agencies
- Open Information
- Open Data
- FOIPPA

Contact information

Information Access Operations can answer your questions about requesting records from government.

Phone: 250-387-1321 **Fax:** 250-387-9843

Emails: FOI.Requests@gov.bc.ca

Mailing Address:

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

GENERAL



Getting Started Your Request Contact Info Review & Submit

Fees

- There is no application fee to request records
- For general requests there may be a fee for large or complex requests
- If so, you will be contacted with an estimate; you will not be charged a fee without your consent and approval

Tips for avoiding fees

- Ensure that you're asking for specific records (like briefing notes)
- Refine the topic and scope of your request so that we know where to look for the files
- Research the ministries and agencies to determine which public body is most likely to have the records you're looking for
- Ensure that you've checked with the Ministry and online to see what information is already available and public. This might help you refine your request further.



Follow the tips and information throughout this application to refine your request so that your fees are kept as low as possible.

Go back

Continue

More information

Where do I find more information about fees?

- Freedom of Information FAQs
- FOIPPA Section 75

Did you know?

In the 2015/16 & 2016/17 years, only 1 in every 50 requests resulted in a fee for service.

When are fees applicable?

If you are requesting general information, a fee may be charged for the following:

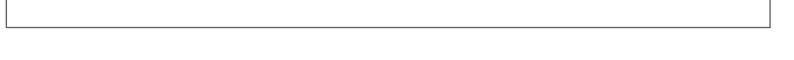
- Searching for and retrieving records after the first 3 hours
- Producing and preparing the records package
- Shipping the records package
- Providing a copy of the records

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Getting Started Your Request Contact Info Review & Submit

What ministry or agency has the records you are looking for?





Select one ministry or agency. After you've submitted this form to one ministry, you may submit another request if you are looking for records from more than one ministry or agency.

<u>Learn more about what each ministry or agency does</u> before submitting your request.

Go back

Continue

More information

Is some information already available?

- Open Information
- Open Data

Why aren't some organizations listed?

This list only includes <u>BC</u> government ministries and <u>agencies</u>. Other organizations, including Crown Corporations (like ICBC, BC Transit, or BC Ferries), have their own record request processes.

What is a record?

Records are any thing on which information is recorded or stored. They can be graphic, electronic, mechanical or any other means, and include books, documents, maps, drawings, letters, vouchers and papers.



Ge	etting Started		Your Request		Contact	Info		Review & Submit	
What i	What is the topic of your request?								
	Provide a general topic contract would be a god			nderstand what yo	u're looking for	: A specific ever	nt, subject, _l	project, or	
Descri	be the records	you are	looking for:						
	or example: "Briefing no	tes prepared record or file	for the minister on a s numbers, include prev	pecific topic." Requious Freedom of In	esting "any and formation reques	all records" can	result in a hig	nay have been created for. gh volume of unnecessary , to help us find the right	
What t	time frame sho	uld we s	search?						
	From:				To:				
	Be as specific as possik	ole. Limiting	the time frame of you	ır request will help	us get the rec	ords to you faste	er.		
Go	o back	Continu	e						

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CONTACT



BRITISH COLUMBIA Request records from the B.C. government

Getting Started	Your Request	Contact info	Review & Submit
We may need to get in touch opotential fees relating to proce		scuss the status of your request or	
Your name			
First name:		Middle name:	
Last name:		Business/Organization Na	me:

Go back



Getting Started	Your Request	Contact Info	Review & Submit

We may need to get in touch with you to clarify your request, discuss the status of your request or potential fees relating to processing your request.

Ways to get in touch with you

* Please note that in order to follow up with you and deliver your records, we need at least one form of contact information.

Phone number (primary):	Address:	
Phone number (secondary):	City:	Province/State:
Email address:	Country:	Postal/ZIP code:

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- Electronic records (on a CD)
- O Physical records (in paper)
- O Other

Go back



Getting Started Your Request Contact Info Review & Submit

How would you like to receive your records?

- O Electronic records (on a CD)
- Physical records (in paper)
- O Other

Go back



Getting Started	Your Request	Contact	Info	Review & Submit
How would you like to r	receive vour records?			
Electronic records (on)				
O Physical records (in pa	,			
Other Please explain:]	

Go back

REVIEW & SUBMIT



Getti	ing Started	Your Request		Contact Info		Review & Submit
Review	your request		Ministry/Agency:			
Your name:						
Email address:	First	Last	Your request topi	ic:		
Phone number: (primary)			Your request des	scription:		
Phone number: (secondary)						
Address:						
City:						
Province:						
Postal Code:			Date range:			
				From	То	
	✓ I'm not a robot	teCAPTCHA				Submit



Getting Started Your Request Contact Info Review & Submit

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Time extensions

• If a request is too broad or complex in nature, a time extension may be required to process the request. If so, we'll contact you to let you know.

Processing fees

If your request is large and complicated, a fee may be charged. If so, we'll contact you
with an estimate and to see if we can work together to clarify your request and reduce
the processing time.

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Mailing Address: PO Box 9569

Stn Prov Govt

Victoria BC V8W 9K1

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SUBMIT AGAIN



Contact Info Review & Submit
Ministry/Agency:
Your request topic: Employment with the BC Public Service
Your request description:
Date range: From To
BC Public Service Employee Number
Submit

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BRITISH COLUMBIA Request records from the B.C. government

Gett	ing Started	Your Request		Contact Info	Revie	ew & Submit
Review	your request		Ministry/Agend	ey:		
Your name:			Your request top			
Email address:	First	Last	Your request des	scription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:	From	То	
Postal Code:			BC Correctiona	I Service Number		
	✓ I'm not a robot	reCAPTCHA				Submit

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Gett	ing Started	Your Reques	st	Contact Info	Revie	w & Submit
Review	your request	t	Ministry/Ag	jency:		
Your name:	First	Last	Your request	t topic: e assistance history		
Email address:			Your request	t description:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range	From	То	
Postal Code:						
	✓ I'm not a rob	oot reCAPTCHA	1			Submit

Disclaimer Privacy Accessibility Copyright



Gett	ing Started	Your Request		Contact Info	F	Review & Submit
Review	your request		Ministry/Agenc	y:		
Your name:	First	Last	Your request top			
Email address:			Your request des	scription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:						
Province:			Date range:	From	To	
Postal Code:						
		_				







Getting Started	Your Request	Contact In	ifo	Review & Submit
Review your rec	quest	Ministry/Agency:		
Your name: First	Last	Your request topic: Adoption Records		
Email address:		Your request description:		
Phone number: (primary)				
Phone number: (secondary)				
Address:				
City:				
Province:		Date range:		То
Postal Code:		From		10

Submit

✓ I'm not a robot



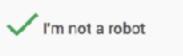
Gett	ing Started	Your Request		Contact Info	Review & Submit
Review	v your request		Ministry/Agency	/ :	
Your name:	First	Last	Your request top	ving BC Records	
Email address:			Your request des	cription:	
Phone number: (primary)					
Phone number: (secondary)					
Address:					
City:					
Province:			Date range:	From	Го
Postal Code:					

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✓ I'm not a robot



Gett	ing Started	Your Request		Contact Info	Review & Submit
Review	your request		Ministry/Agency	y:	
Your name:	First	Last	Your request top	ic:	
Email address:			Your request des	cription:	
Phone number: (primary)					
Phone number: (secondary)					
Address:					
City:					
Province:			Date range:	From	То
Postal Code:					







Getti	ing Started	Your Request		Contact Info		Review & Submit	
Review	your request		Ministry/Agons				
Your name:	First	Last	Ministry/Agenc	y:			
Email address:				First	Last		
Phone number: (primary)			Date of Birth: Your request to	pic:			
Phone number: (secondary)			Your request de	escription:			
Address:							
City:							
Province:							
Postal Code:			Date range:	From		То	





Gett	ing Started	Your Request		Contact Info	Re	eview & Submit
Review	your request		Ministry/Agency	y:		
Your name:	First	Look		vith the BC Public Servi	ce	
Email address:	riist	Last	Your request des	cription:		
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:			Date range:			
Province:			Person's name:	From	То	
Postal Code:			Data of Dirth	First	Last BC Public Service	e.
	✓ I'm not a robot		Date of Birth:		Employee Number	



Getti	ing Started	Your Request		Contact Info	Review & Submit
Review	your request		Ministry/Agenc	y:	
	, , , , , , , , , , , , , , , , , , , ,		Your request top	ic:	
Your name:			Time spent in	a BC Correctional Facility	
	First	Last	Your request des	scription:	
Email address:					
Phone number:					
(primary)					
Phone number: (secondary)					
Address:					
City:			Date range:		
Province:			Person's name:	From	То
Postal Code:				First	Last
rusiai oude.			Date of Birth:		BC Correctional Service Number:



Getti	ing Started	Your Request		Contact Info		Review & Submit
			Ministry/Agenc	y:		
Review	your request					
			Your request top	ic:		
Your name:			Income Assist	tance		
	First	Last	Your request des	scription:		
Email address:						
Phone number:						
(primary)						
Phone number:						
(secondary)						
Address:						
City:			Date range:			
Province:				From		Го
			Person's name:			
Postal Code:				First	L	ast
			Date of Birth:			
	I'm not a rob	ot recapiona				Submit



Getti	ing Started	Your Request		Contact Info	Rev	view & Submit
			Ministry/Agency	ey:		
Review	your request					
			Your request topi	vic:		
Your name:			Child or Youth	ı Care		
	First	Last	Your request des	scription:		
Email address:						
Phone number: (primary)						
(Pilitary)						
Phone number: (secondary)						
(Secondary)						
Address:						
City:			Date range:			
Province:				From	То	
i iovinos.			Person's name:			
Postal Code:				First	Last	
			Date of Birth:			
			1 2010 01 = 11 111			
	✓ I'm not a robo					0 1
		reCAPTCHA				Submit



Getti	ing Started	Your Request		Contact Info	Re	view & Submit
			Ministry/Agency	y:		
Review	your request					
Your name:			Your request topi	ic:		
	First	Last	Your request des	cription:		
Email address:						
Phone number: (primary)						
Phone number: (secondary)						
Address:						
City:			Date range:			
Province:				From	То	
			Person's name:			
Postal Code:				First	Last	
			Date of Birth:			
	✓ I'm not a robot	reCAPTCHA				Submit



Getti	ing Started	Your Request		Contact Info	Review & Submit
Review	your request		Ministry/Agency	V	
Your name:				y.	
Email address:	First	Last	Your request topi	ic:	
Phone number: (primary)			Your request des	scription:	
Phone number: (secondary)					
Address:					
City:					
Province:					
Postal Code:			Date range:		
				From	То
	I'm not a robot	reCAPTCHA			Submit