# File: 292-30/[REQUESTNUMBER]

Your File: [CUSTOMFIELD60]

# [TODAYDATE]

# Sent via email: [RQREMAIL]

[ADDRESS]

Dear [RFNAME] [RLNAME]:

# Re: Application Fee Due

# *Freedom of Information and Protection of Privacy Act* (FOIPPA)

Information Access Operations (IAO) has received your request for access to information under FOIPPA on [RECEIVEDDATE]. We understand your request to be for:

***[REQUESTDESCRIPTION]***

Please be aware that a non-refundable application fee of $10.00 is required for all general FOI requests, for each public body identified in the request. This application fee is separate from any additional fees that may be payable pursuant to section 75 of FOIPPA, such as locating and retrieving, or preparing records.

**The application fee due for this request is: $10.00.**

Your request will not be processed until payment is received; if payment is not received after

20 business days, your request will be closed and considered to have been abandoned.

This fee is reflective of your request sent to XX public bodies. If you wish to reduce this amount by submitting your request to fewer public bodies, please contact us.

Please be advised that IAO’s Consolidated Intake Team has reviewed your initial request and suggest that the following steps be taken to reduce any additional fees which may be applied to your request(s). Please refer to the contact information below, or respond to this letter, if you wish to revise your request description or make any of the following suggested changes [list suggestions in bullet point]

Indigenous Governing Entities (IGE) are not required to pay application fees. An IGE is defined as an Indigenous entity that exercises governmental functions and includes but is not limited to an Indigenous governing body as defined in the *Declaration on the Rights of Indigenous Peoples Act.* If you have submitted this request as a representative of an Indigenous Governing Entity, please contact our office at [FOI.Requests@gov.bc.ca](mailto:FOI.Requests@gov.bc.ca), and include the name of the IGE you are representing. Please quote the file number(s) identified at the top of this letter in your correspondence.

To make a payment by credit card, please have your file number(s) ready and call:

250 387-1321 option 2; or 1 833-283-8200 (Toll Free)

Our office is pleased to accept VISA, Master Card and American Express payments by phone. If you prefer to pay by cheque or money order, please quote your file number(s) on the memo line, make payable to the Minister of Finance, and mail to:

Attn: [PRIMARYUSERNAME]

Information Access Operations

Ministry of Citizens’ Services

PO Box 9569 Stn Prov Govt

Victoria BC V8W 9K1

1. Upon receipt of payment, processing of your request will begin. Most requests will be completed within 30 business days from the date payment is received; however, this time may be extended, in specific circumstances, as permitted by FOIPPA.
2. To make any modifications to this request, or for additional support please contact our office   
   toll-free at 1 833 283-8200 and quote the file number(s) identified at the top of this letter. For general information regarding the release of government records as defined in FOIPPA, please visit our website at:
3. [www.gov.bc.ca/freedomofinformation](http://www.gov.bc.ca/freedomofinformation)

Regards,

[PRIMARYUSERNAME]

Consolidated Intake

Information Access Operations