# File: 292-30/[REQUESTNUMBER]

Your File: [CUSTOMFIELD60]

# [TODAYDATE]

# Sent via email: [RQREMAIL]

[ADDRESS]

Dear [RFNAME] [RLNAME]:

# Re: Request for Access to Records

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

Further to our letter dated Date of fee estimate letter, we estimated the cost to be [INVOICEAMOUNT]. This is to acknowledge receipt of your payment in the amount of [PAIDAMOUNT] received [PAYMENTRECEIVEDDATE]. We will now continue processing your request.

Option 1: no extension following fee acknowledgement.

Your new due date is [NOTIFICATIONDUEDATE]. Use this sentence if issuing a deposit: The balance of the fees must be received prior to the release of the records. We will notify you if a balance is due.

Option 2: extension following fee acknowledgement. DO NOT USE FOR APPLICANT CONSENT OVER 60 BUSINESS DAYS

Please be advised we normally respond to a request within 30 business days after its receipt. However, in limited circumstances this time limit may be extended under section 10 of FOIPPA, a copy of which is enclosed. A complete copy of FOIPPA is available online at:

<http://www.bclaws.ca/civix/document/id/complete/statreg/96165_00>

Your request requires consultation with a third party or other public body. We are extending the legislated due date by an additional XX business days which will allow the Ministry to provide you with a complete response to your request. The new response due date is [EXTENDED\_DUE\_DATE]. We will respond sooner if possible. The balance of the fees must be received prior to the release of the records. We will notify you if a balance is due.  
  
You have the right to ask the Information and Privacy Commissioner to review the extension decision. I have enclosed information on the review and complaint process.

1. If you have any questions regarding your request, please contact [PRIMARYUSERNAME], the analyst assigned to your request, at [PRIMARYUSERPHONE]. This number can also be reached toll-free at 1 833 283-8200.
2. Please remember to remove the OIPC enclosure if not extending the request.
3. Sincerely,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations

Enclosure

How to Request a Review with the

Office of the Information and Privacy Commissioner

If you have any questions regarding your request please contact the analyst assigned to your file. The analyst’s name and telephone number are listed in the attached letter.

Pursuant to section 52 of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), you may ask the Office of the Information and Privacy Commissioner to review any decision, act, or failure to act with regard to your request under FOIPPA.

**Please note that you have 30 business days to file your review with the Office of the Information and Privacy Commissioner. In order to request a review please write to:**

Information and Privacy Commissioner

PO Box 9038 Stn Prov Govt

4th Floor, 947 Fort Street

Victoria BC V8W 9A4

Telephone 250 387-5629 Fax 250 387-1696

If you request a review, please provide the Commissioner's Office with:

1. A copy of your original request;
2. A copy of our response; and
3. The reasons or grounds upon which you are requesting the review.