File: 292-40/[REQUESTNUMBER]

[TODAYDATE]

Sent via email: [RQREMAIL]

[RFNAME] [RLNAME]

[STREET1]

[STREET2]

[CITY] [STATE/PROVINCESHORT] [ZIP/POSTALCODE]

Dear [RFNAME] [RLNAME]:

**Re: Request for Access to Records**

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

Information Access Operations processes freedom of information requests for the Ministry of Children and Family Development (MCFD).

The Ministry received your request for access to Choose on [RECEIVEDDATE]. We will be closing this request as you actually are seeking a ministry record check for family court. Our office does not process ministry records checks as our FOI process does not satisfy the requirements of a court-mandated guardianship application.

A Ministry Records Check is only available during the course of a custody or access dispute in family court. To start the records check process, you will have to pick up the appropriate form from the court registry where the materials in support of your guardianship affidavit have been filed. Your local MCFD office will then be able to process the records check on your behalf. For your reference I’ve included information from the Family Law BC website regarding access.

If you have any questions regarding your request, please contact me at [PRIMARYUSERPHONE]. This number can also be reached toll-free at 1 833 283-8200. Out-of-province callers will need to dial long distance. Please provide the FOI request number, found at the top right of the first page of this letter, in any communications.

Sincerely,

[PRIMARYUSERNAME], [PRIMARYUSERTITLE]

Information Access Operations

Enclosure

**Material to include with letter**

<http://www.familylaw.lss.bc.ca/resources/fact_sheets/howToBecomeGuardian.php>