

## APPLICATION FOR ACCESS TO A DOCUMENT

APPLICANT			
Last name _____		First name _____	
		Ms <input type="checkbox"/> Mr <input type="checkbox"/>	
Address (Number, street, city/town) _____			Postal code _____
Telephone		Fax	E-mail
Home (   )	work (   )	(   )	

DOCUMENT	
Title, author, subject, etc.	Address:

ACCESS PROCEDURE DESIRED	
Have the document e-mailed or faxed (20 pages or less)	<input type="checkbox"/>
Consult and/or purchase the document at the CDN-NDG Accès Montréal office	<input type="checkbox"/>
Receive a copy by mail (mailing charges of \$3.00)	<input type="checkbox"/>

You can submit your request by e-mail, to [cdnndg@ville.montreal.qc.ca](mailto:cdnndg@ville.montreal.qc.ca), or by fax, to 514 868-3538.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## REQUEST TO ACCESS A DOCUMENT

- This optional form is made available to people who wish to file a request to access an administrative document from a public organization.
- The information provided in the section “Identification of the Applicant” will remain confidential and will be shared solely with the persons authorized to process your request.
- Your request must be sufficiently specific to enable the person in charge to respond. For example, you may mention the title of the document you would like to obtain, its author’s name or subject matter. Please include your personal or professional contact information in order to allow the person in charge to forward the response.
- On receipt of this form or any other written request, the person in charge will forward an acknowledgement of receipt to you, specifying the date on which you can expect to receive a written response to your request. The response time set by law is 20 calendar days. However, this time limit may be extended by 10 days due to the high volume of requests we receive.
- Photocopy and document transmission fees may apply. The persons in charge of each organization will provide the relevant information concerning fees.