

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, period, etc.	Address of the building concerned:

No charge for documents under 20 pages
Additional photocopying charges for any document of 20 or more pages Documents sent by mail (actual postage costs will be charged)
You can send your request by email to acces.documents.cdnndg@ville.montreal.qc.ca , by fax to 514 868-3538, or by mail to: Division du greffe, 5160 boul. Décarie, suite 600, Montréal, Quebec H3X 2H9

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.