

See page 3 for instructions on how to complete and submit this form.

<b>Your Contact Details</b>	
<b>Applicant Name:</b>	
<b>Date</b> (YYYY-MM-DD):	
<b>Organization</b> (optional):	
<b>Mailing Address</b> (including postal code):	
<b>Daytime Phone:</b>	
<b>E-mail:</b>	
<b>Request Details</b>	
<b>Date of Original Request</b> (YYYY-MM-DD):	
<b>ATIPP File Number</b> (if applicable):	
<b>Organization</b> (optional):	
<b>Type of Request:</b>	
<b>Public Body:</b>	
<b>Reason for Requesting a Waiver of Costs</b>	
<input type="checkbox"/> Unreasonable Financial Hardship	
<input type="checkbox"/> Public Interest to Disclose the Record	
<b>Rationale for Requesting Waiver of Costs</b>	
(i.e. details regarding your financial situation, which may include information about income, assets and expenses and/or explanation of public interest)	

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### Declaration and Signature

I declare that the information provided is accurate and complete to the best of my knowledge.

Signature:

Date (YYYY-MM-DD):

### FOR PUBLIC BODY USE ONLY:

Date Received:

File Number:

## Instructions

Send this form to the ATIPP Coordinator at the address noted on the Estimate of Costs From 6A. A list of all ATIPP Coordinators can be found [here](#).

Your identity will be disclosed only to the individual handling your request, except when the request concerns your personal information or if disclosure is necessary to respond and you have given consent, as per section 12 of the Act.

You have up to 20 business days from the date of the estimate to indicate if it is accepted, not accepted or to modify the request in order to reduce the costs, as set out in section 26 of the Act. Your request will be considered abandoned after 20 business days if you do not respond, unless you apply for a waiver of costs or apply to the Information and Privacy Commissioner to review the decision and revise the estimate.

The Act may be viewed in its entirety [here](#).

Personal information collected on this form is protected by the **Access to Information and Protection of Privacy Act, 2015** and will be used only to respond to this request.

Questions about the use and protection of this personal information should be directed to the ATIPP Coordinator at the public body handling your request.