



Privacy Act

Personal Information Request Form

Protected when completed

For official use only

Step 1

Determine which federal government institution is most likely to hold personal information about you. Decide whether you wish to submit an informal request for the information or a formal request under the *Privacy Act*. If you wish to make an informal request, contact the appropriate institution. The address can likely be found in **Info Source** publications which are available across Canada, generally in major public and academic libraries, constituency offices of federal Members of Parliament and most federal government public enquiry and service offices.

Step 2

To apply for personal information about you under the *Privacy Act*, complete this form. Describe the information being sought and provide any relevant details necessary to help the institution find it. If you require assistance, refer to **Info Source (Sources of Federal Government Information)** for a description of personal information banks held by the institution or contact its Privacy Coordinator.

Step 3

Forward the personal information request form to the Privacy Coordinator of the institution holding the information. The address is listed in the "Introduction" to **Info Source**.

Step 4

When you receive an answer to your request, review the information to determine whether you wish to make a further request under the Act. You also have the right to complain to the Privacy Commissioner should you believe that you have been denied any of your rights under the Act.

Federal Government Institution

Citizenship and Immigration Canada

I wish to examine the information

As it is

All in English

All in French

Provide details regarding the information being sought

Please send me a copy of my immigration record.

My name at time of entry to Canada: _____

Birth date and place: _____

Ship: _____ Accompanying family members: _____

Port of Entry: _____ | _____

Date of Entry: _____ | _____

Method of access preferred

Receive copies of originals

Examine originals in government offices

Name of applicant

Street, address, apartment

City or town

Province

Postal Code

Telephone number

I request access to personal information about myself under the *Privacy Act* as I am a Canadian citizen, permanent resident or another individual, including an inmate, present in Canada

Signature

Date

The personal information provided on this form is protected under the provisions of the *Access to Information Act* and the *Privacy Act*.

Post-1935 Immigration Records

Records of immigrants arriving at Canadian land and sea ports from 1 January 1936 onwards remain in the custody of Citizenship and Immigration Canada. To request a copy of another person's immigration record, you must send a written request to the under-noted office:

*Citizenship and Immigration Canada
Public Rights Administration
360 Laurier Ave West
10th Floor
OTTAWA, ON K1A 1L1*

Please note that the following conditions apply:

Applications for copies of documents must be submitted on **by a Canadian citizen or an individual present in Canada.**

The request should include the following information:

- full name at time of entry into Canada,
- date of birth
- year of entry

Additional information is helpful, such as:

- country of birth,
- ship name
- port of entry
- names of accompanying family members.

Help with Access to Information and Privacy requests:

CIC's Access to Information and Privacy (ATIP) division has created a Client Service Unit to help serve you better. ATIP is committed to providing quality service by clearly explaining how you can submit an access to information or privacy request.

The Client Service unit can help you complete an access to information or privacy request, answer questions about access to information and privacy, or tell you the status of an access to information or privacy request.

Call (613) 946-0953 between 8 a.m. and 4 p.m. (ET), Monday to Friday (excluding holidays). You may leave a voice message.

Note: These officers are not involved in CIC programs and service delivery. They **cannot** give information about a specific application. For specific information about a given application, please contact CIC's Call Centre services at 1-888-242-2100 (in Canada only).

(Quoted from CIC's website)