



# HOW TO MAKE AN ACCESS TO INFORMATION REQUEST



Follow these directions to make an access to information request with a public body or municipality in Nova Scotia.

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## Ask yourself: Who has the records I want?

That's who you'll send your access request to. Find their contact information here:

### Public Body / Municipality Contact Information

**Tip:** Contact them first to ask if the records you want are already publicly available.



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## Is payment required?

If you are asking for information that is not your own personal information, a mandatory \$5.00 application fee is required.

If you have any questions about the fee, contact the public body or municipality to ask.



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## Complete and submit the form

Fill out the Form 1. Provide as many details as you can about the records you want. Send it to the public body or municipality with payment if required. The form is available here:

### Form 1: Application for Access to a Record



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## Wait for the response

Public bodies and municipalities must respond to access requests within 30 calendar days. In some cases, they can take additional time, but they must notify you of that within the first 30 days.



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## Contact us (maybe)

If you do not receive a response within 30 days, were denied access or disagree with a redaction, you may request a review. If records are missing or you object to a fee or time extension, tell the public body or municipality first. If you still have concerns, you can request a review.

