

Application for Review – Act respecting Access to documents held by public bodies and the Protection of personal information
OR Examination of a Disagreement - Act respecting the protection of information in the private sector
Refer to the appropriate appendix : Understanding your application – Public bodies OR private sector

1" Applicant *** Please notify us as quickly as possible of changes to the contact information

↓ Surname

↓ First name

Title: Mr. Ms. Dr. Other

↓ Address – Number, street, apartment, post office box

↓ City

↓ Province

↓ Postal code

↓ Home telephone

↓ Cell phone

↓ Fax

↓ Work telephone

↓ Extension

↓ E-mail address

↓ Body/Enterprise (where applicable)

2" Representative

Member of the Québec Bar Association

Yes

No

↓ Surname

↓ First name

↓ Address – Number, street, office, post office box

↓ City

↓ Province

↓ Postal code

↓ Telephone

↓ Extension

↓ Cell phone

↓ Fax

↓ E-mail address

↓ Law firm

3" Public body or private enterprise

Public body¹

Private enterprise **(Mandatory)**

↓ Name of the public body or private enterprise

↓ Name of the officer in charge of access to whom the request was sent, or name of the enterprise's representative

¹**Public body:** To be admissible, the original request must have been sent to the officer in charge of access at the public body concerned. Please click on the following link to see the directory: https://www.cai.gouv.qc.ca/documents/registres/CAI_liste_resp_acces_eng.pdf

↓ Address to which the original request was sent (mailing address, e-mail address, fax number, etc.)

4. Information on the application (Mandatory)

Under section 135 of the *Act respecting Access to documents held by public bodies and the Protection of personal information* 8,5 or section 42 of the *Act respecting the protection of personal information in the private sector* (Act respecting the private sector), I hereby submit an application for review or examination of a disagreement to the Commission d'accès à l'information because:

- I obtained a response, but my request was **completely refused**. I **did not receive a response** within the time allowed.
 I obtained a response, but my request was **partially refused**. I am contesting the **fees charged**.
 I am a **third party** wishing to ask the Commission to review the decision made by a public body (s. 136 of the *Act respecting access*).

5. Documents required to process the application for review or examination of a disagreement (Mandatory)

ALL DOCUMENTS PROVIDED WILL BE PUBLIC AND ACCESSIBLE (please refer to the Guide)

You must provide the following documents to speed up processing of your application. Check the documents that are attached to your application. **All the documents provided will be sent to the public body or private enterprise to which the application refers.**

- | | | |
|--|--|---|
| <p>a. <input type="checkbox"/> Original request and acknowledgement (if received)
<i>The original request must be provided for the Commission to process your application</i></p> | <p>b. <input type="checkbox"/> Response to my request (DO NOT INCLUDE the documents provided by the public body or private enterprise, if any)
OR
<input type="checkbox"/> I did not receive a response</p> | <p>c. <input type="checkbox"/> This form, duly signed and dated</p> |
|--|--|---|

6. Signature (MANDATORY)

↓ Signature

↓ Today's date

IMPORTANT Make sure you have completed **all** the sections of the form and attach **all** the necessary documents.

N.B. : All legal time limits must be respected. An application made by a legal person (including a company, an association and a union) must be prepared and submitted by a lawyer.

Last update : January 25, 2021

TO CONTACT US

By e-mail

cai.communications@cai.gouv.qc.ca

By fax

Québec City Region
(418) 529-3102

Montreal Region
(514) 844-6170

By regular mail

Québec City Region
Suite 2.36
525, Boulevard René-Lévesque Est
Québec City (Québec) G1R 5S9

Montreal Region
Suite 900
2045, Stanley
Montreal (Québec) H3A 2V4

By telephone

Monday to Friday, 8.30 a.m. to midday and 1 p.m. to 4.30 p.m.
For general information, please call **1 (888) 528-7741**

In person

During opening hours

****In accordance with the measures introduced for the pandemic***

Québec City Region
Suite 2.36
525, Boulevard René-Lévesque Est
Québec City (Québec) G1R 5S9

Montreal Region
Suite 900
2045, Stanley
Montreal (Québec) H3A 2V4

Via our website

www.cai.gouv.qc.ca

FORMS:
APPLICATION FOR REVIEW
OR
APPLICATION FOR EXAMINATION OF A DISAGREEMENT

To ensure that your application is complete and can be processed quickly, please complete all the sections of the application form for a review or examination of a disagreement, and attach all the necessary documents.

Please note that an open case filed with the clerk of the Commission d'accès à l'information (the Commission), and all the documents comprising the case, are public and accessible unless one of the Commission's administrative judges issues an order prohibiting publication, disclosure or communication in response to a motion filed by one of the parties.

Please note that processing will be delayed if your application is incomplete.

Section 1 - Applicant

Completed

Enter your contact information, including your telephone numbers, mailing address and e-mail address where applicable. This information is important to ensure that you can be contacted throughout the review or examination process. We also ask you to notify us, as soon as possible, of any changes to your contact information (mailing address, telephone number or e-mail address). It is up to the parties to provide us with up-to-date contact information so that the case can be processed efficiently.

If the application is made by a lawyer, contact information must also be provided for the applicant represented by the lawyer. This will enable the Commission to contact the applicant even when he or she is no longer represented.

Section 2 - Representative

Completed

Enter the contact information of the lawyer representing the applicant, including the name of the law firm and the telephone numbers, mailing address and e-mail address where applicable. This information is important to ensure that you can be contacted throughout the review or examination process. We also ask you to notify us, as soon as possible, of any changes to your contact information (mailing address, telephone number or e-mail address). It is up to you as the representative to provide us with up-to-date contact information so that the case can be processed efficiently.

Every party is entitled to be represented by a lawyer. However, a legal person or corporation must be represented by a lawyer.

Section 3 – Public body or private enterprise

Completed

Identify the public body or enterprise to which your application refers. Enter the name of the officer in charge of access to information (in the case of a public body) or the name of the representative to whom the original request was sent (in the case of a private enterprise), along with the contact information used to submit the request.

To be admissible, the original request made to a public body must have been sent to the officer in charge of access or to the body's highest authority.

Please click on the following link to see the directory of officers in charge of access to information: https://www.cai.gouv.qc.ca/documents/registres/CAI_liste_resp_acces_eng.pdf.

Section 4 – Information on the application

Completed

Check the reason for your application. Specifically, state why the response did not answer your request.

A **third party** who has presented observations to a public body may ask the Commission to review the decision within 15 days of the mailing date of the notice informing him or her of the decision to provide access to all or part of the document.

Section 5 - Documents required

Completed

Identify the documents provided with your application. The documents or information indicated in section 5, items a, b and c, must be provided in order for your application to be processed. However, you must not include documents that may have been provided by the public body or private enterprise in response to your original request.

If you are a third party wishing to apply to the Commission for a review of a decision made by a public body, please provide the third-party notification and the decision made by the public body, where applicable.

We remind you that all documents sent to the Commission will be public and accessible, unless a special motion is granted by one of the Commission's administrative judges. Please also note that, once the opening procedure has been completed, all documents provided during processing of the application must be sent to the public body or private enterprise concerned.

Section 6 - Signature

Completed

Sign your form and enter today's date. The signature must be handwritten. It can be added with the signature function of Adobe software.

Please note that this section is **mandatory** and that an application bearing a date that is later than the date on which the form was signed will not be processed or considered complete.