

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY ACT

Waiver of Fees

After submitting an access request, an applicant may receive a cost estimate to process that request from the public body. The Estimate of Cost (EoC) will outline the public body's estimated costs for processing the request.

The applicant may choose to narrow their request by working with the Access and Privacy Officer to reduce or eliminate costs. If the applicant cannot narrow the request, and/or would like to proceed with the request, they can apply for a waiver of fees.

A waiver of fees may exempt an applicant from paying the entire cost, or a portion of the cost. When completing the waiver, it is important to provide as much detail as possible. The waiver application form is used by the Access and Privacy Officer to determine whether an applicant is eligible for a waiver of fees, in accordance with the *ATIPP Act Regulations*.

If an applicant is refused a waiver, they have the right to complain to the Information and Privacy Commissioner.

Tips and Resources

Filling out the waiver of fees form

Applicants must make sure that their information is accurate and up-to-date. Providing as much detail as possible will help the Access and Privacy Officer's decision-making. If you need assistance with this form, contact the ATIPP office for guidance.

The Office of the Information and Privacy Commissioner

3162 Third Avenue, Main Floor
Whitehorse, Yukon Y1A 1G3
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Email: info@yukonombudsman.ca

Contact us:

www.Yukon.ca/atipp

Visit us by appointment in the Main Administration Building,
2071-2 Avenue, Whitehorse, YT
Room 150 (located in the basement).

Call us at: (867) 393-7048, toll free (in Yukon) 1-800-661-0408 (ext. 7048)

E-mail us at: atipp.office@gov.yk.ca

Reach us by mail at:

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