

How to make an access request

BC's access and privacy laws give you the right to access general records from public bodies and your own personal information from public bodies and private sector organizations.

1

PREPARE YOUR REQUEST

Check if the records are publicly available. If not, find out which public body or organization has control of them. If able, identify the date or date range of the records. Be clear and concise about the records you are requesting.

2

SUBMIT YOUR REQUEST

Send your request in writing - by letter, email, online form, or fax. Be specific and ensure you are seeking records as defined by [FIPPA](#) and [PIPA](#), and not just information.

3

WAIT FOR A RESPONSE

Public bodies and organizations have 30 business days to respond, which may be extended in accordance with PIPA 31(1) or FIPPA 10(1). If they need more time, they need to let you know within this time-frame.

4

WHAT HAPPENS NEXT

If you do not receive a response within 30 business days or the legislated due date, 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, you must address your concern with the public body or organization first. If you still have concerns, you can make a complaint to the OIPC.