



REQUEST FOR ACCESS TO DOCUMENTS OR RELEASE OF PERSONAL INFORMATION

(An Act respecting access to documents held by public bodies and
the Protection of personal information, CQLR, c A-2.1)

SECTION I – IDENTIFICATION OF THE PERSON IN CHARGE OF ACCESS

Mrs. Caroline Simard

Person in charge of access to documents and protection of personal information
Organisme d'autoréglementation du courtage immobilier du Québec
4905 Lapinière Boulevard, Suite 2200,
Brossard (Québec) J4Z 0G2

Telephone: 450-462-9800 or 1-800-440-7170, ext. 8314

Fax: 450-676-3513

Email: aiprp@oaciq.com

SECTION II – SUBJECT OF THE REQUEST

Request for access to documents

Request for release or correction of personal information

SECTION III – APPLICANT'S IDENTIFICATION

Mr. **Mrs.**

Last name and first name:

LAST NAME	FIRST NAME

Address:

NUMBER	STREET	APT. / SUITE / SPACE
MUNICIPALITY	PROVINCE	POSTAL CODE
AREA CODE	HOME PHONE NUMBER	AREA CODE WORK PHONE NUMBER
AREA CODE	CELLPHONE NUMBER	

Email address: _____

SECTION IV – TYPE OF APPLICANT (to be completed for a personal information release or correction request only)

You are:

The person concerned by the information

Heir/successor

Representative

Beneficiary of a life insurance policy or of a death benefit

Liquidator of the succession

Spouse or close relative of a deceased person

Other (specify) _____

*** PLEASE ATTACH TO YOUR REQUEST A PROOF OF IDENTITY, AND, IF APPLICABLE, A PROOF OF YOUR STATUS AS A REPRESENTATIVE, LIQUIDATOR, BENEFICIARY, HEIR, SUCCESSOR, SPOUSE OR CLOSE RELATIVE OF A DECEASED PERSON.**

SECTION V – DOCUMENTS OR INFORMATION REQUESTED

SECTION VI – DESIRED METHOD OF CONSULTATION

Consultation at the OACIQ head office

Sending copies of documents

***TRANSCRIPTION, REPRODUCTION OR TRANSMISSION COSTS OF DOCUMENTS MAY BE CHARGED IN ACCORDANCE WITH THE REGULATION RESPECTING FEES FOR THE TRANSCRIPTION, REPRODUCTION OR TRANSMISSION OF DOCUMENTS OR PERSONAL INFORMATION. CONSULTATION ON THE PREMISES IS FREE OF CHARGE.**

SECTION VII – ADDITIONAL INFORMATION

1. This form of which the use is optional is available to any person who wishes to send **a request for access to a document or personal information** to the OACIQ. Note that requests for information are not covered by the Act respecting access.
2. Should you have any difficulty identifying the document or information you are looking for or if you want to get information about the Act respecting access, please contact the person in charge of access at the address on the front of the form.
3. Your request must be sent to the person in charge of access and must be specific enough to allow her to locate the document.
4. In the case of a request for release or correction of personal information, the request shall be accompanied with an ID card proving:
 - your identity, if you are the person concerned by the information;
 - the kinship, the mandate received or your situation as liquidator of the succession, beneficiary of a life insurance policy or of a death benefit, heir or successor, if you are not the person concerned by the information.In order to ensure the protection of personal information, the Act respecting access requires that the OACIQ verify the applicant's identity and status.
5. The response time frame set by the Act respecting access is twenty (20) days and may be extended by 10 days, if necessary.
6. Only written requests are subject to review by the Commission d'accès à l'information.

SECTION VIII – CONSENT, DECLARATION AND SIGNATURE

I CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

The OACIQ protects the privacy of information it collects in accordance with the applicable legislation and its personal information governance policies. The OACIQ collects your personal information via this form. This information is necessary and it will be used for the following purposes:

- Verification of your identity.
- Processing and analysis of your request for access to documents or your request for release or correction of personal information, including the retrieval of required documents or information.
- Payment of your application fee, if applicable.

Your personal information may be used by OACIQ staff members whose duties so require.

If payment information is collected, it will be destroyed once the processing of your application is completed.

In some cases prescribed by law, your personal information may be used for purposes other than those described above or disclosed to third parties without your consent.

Right of access and correction

Subject to certain reservations, the law authorizes you to access your personal information. You may request corrections to your personal information held by the OACIQ if it is inaccurate, incomplete or equivocal, or if the collection, release or keeping of the information is not authorized by law.

Consequences of refusal

This collection of your personal information is necessary to process your application. In the event that you withdraw your consent to the collection, use or disclosure of your personal information, the OACIQ will not be able to receive or process your application.

Consent

I CONFIRM that I have read and understood the information regarding the collection, use and disclosure of my personal information.
I consent to the collection, use and disclosure of my personal information.

X

SIGNATURE

Date :

DAY

MONTH

YEARS

**Please sign the form AFTER
completing ALL the sections.**

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