



Request for Release of Personal Information

Please allow 30 business days to process your request.

The fee must accompany this form. If you are paying by credit card, please visit the [e-Services](#) section of our website at [oct.ca](#) → [Members](#) → [E-Services](#), complete this form and make your payment.

ABOUT YOUR REQUEST

Please review this section before completing this form.

- As a current or former member of the Ontario College of Teachers or an applicant for membership, you are entitled to personal information that the College has pertaining to you.
- Personal information includes documents that are in the public domain as well as documents that you have supplied to the College, such as copies of your application form, birth certificate, change of name certificate and teaching certificate. You may also use this form to request copies of documents other institutions have provided to us on your behalf.
- The College will make every effort to respond to your request within 30 business days. In some cases, access to personal information may be partially granted or denied. Access may be denied in circumstances where:
 - the information contains references to other individuals and cannot be severed
 - providing the information is prohibitively costly
 - disclosure may result in significant harm to the person requesting access or to a third party
 - the information was collected or created in the course of an inspection, investigation, inquiry, assessment or similar procedure authorized by law
 - the College did not create the document and it is appropriate to direct the person to the organization that created it
 - disclosure may defeat the purpose for which the information was collected
 - the information cannot be disclosed for legal, security, or commercial propriety reasons
 - the information is subject to legal or other privilege
 - the information was created during the course of a formal dispute resolution process
 - the request is frivolous or vexatious, or is otherwise an abuse of process.
- If your request for access is partially granted or denied, you will be provided with reasons for the denial or the decision to grant you partial access. Any applicable refund will also be issued.

REQUEST FOR RELEASE OF PERSONAL INFORMATION

APPLICATION/REGISTRATION NUMBER		LAST NAME	
FIRST AND MIDDLE NAMES		EMAIL	
ADDRESS LINE 1		ADDRESS LINE 2	
APT.# / UNIT # / P.O. BOX / RR#	CITY	PROVINCE	POSTAL CODE / ZIP CODE
COUNTRY	PRIMARY PHONE	SECONDARY PHONE	

I authorize the Ontario College of Teachers to mail copies of my documents as requested.

SIGNATURE	DATE (DD/MM/YY)
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Please either enter a digital signature or print, sign and date this form before sending it back to the College.

You must either complete the Documents Requested OR the Documents to Third Parties sections below.

DOCUMENTS REQUESTED

Please include as much information as possible such as relevant dates and document types to help us locate the requested documents. For example, if you are requesting a transcript, please specify if it's for your undergraduate studies or your teacher education degree, and provide the name of the institution. Specify if the document is in its original language or translated, or both. Please indicate if you want more than one copy (and how many). A separate \$24 fee is required for **each** copy to a maximum charge of \$72 **per destination**. Additional fees may be required for larger documents.

DOCUMENTS TO THIRD PARTIES

The document(s) you request would normally be sent to your home address. However, if you request it, the College can send documents to other organizations or third parties. Please indicate which documents you would like sent to a third party and provide the organization's name and full address. Indicate if you would like a copy of the same document sent to your home. There is a \$24 fee for **each** copy to a maximum charge of \$72 **per destination**. Additional fees may be required for larger documents.

PAYMENT

Please include the appropriate fee.

Please make your cheque or money order payable to **Ontario College of Teachers**, attach it to this form and mail to:

Membership Services
Ontario College of Teachers
101 Bloor Street West
Toronto ON M5S 0A1

Post-dated cheques are not accepted.