



MORIN-HIGHTS
1855

Municipality of Morin-Heights

Responsible for Access to Documents and Protection of Personal Information

567, chemin du Village

Morin-Heights (Québec) J0R 1H0

Tél : 450 226-3232, poste 118

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Request for access to documents

Processing access requests is governed by the Act respecting access to documents held by public bodies and the protection of personal information (R.L.R.Q., c. A-2.1).

The information provided in the "Applicant identification" section is protected by the Act respecting access to documents held by public bodies and the Privacy Act. The information will be treated as confidential.

Requests must be precise, so that the person in charge can respond appropriately. For example, you can mention the title of the document you are looking for, the name of the author and/or the subject.

The person in charge will send you an acknowledgement of receipt specifying the date on which you will receive a written reply. The statutory response time is 20 calendar days. However, this period may be extended by 10 days in the event of a large number of requests.

Charges may apply. The person in charge will give you all the information, if applicable.

To speed up and simplify the processing of your request, please enclose the owner's written and signed consent whenever possible, if your request concerns a building of which you are not the owner.

APPLICANT IDENTIFICATION

First name		Name	
Company			
Address		Town	Postal Code
Phone 1		Phone 2	
Email			

IDENTIFICATION OF DOCUMENTS REQUESTED

(Address) Civic number and Street / Lot number

Subject of the request:

Identification of the document(s):

Research period (from *month* *year* to *month* *year*), if applicable:

SIGNATURE

Name in block letters

Date

Signature